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| **Job Description** | |
| **Title:** | Senior School Receptionist |
| **Summary of the Role:** | Receptionist duties in the Senior School Office |
| **Reports to:** | Senior School Office Manager |
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| **Main Duties and Responsibilities:** | * Welcome visitors to the school following the School’s visitor procedure * Ensure there is no access to the School by unauthorised personnel * Assist parents visiting the School with any queries or concerns * Help pupils with any queries or concerns * Answer telephone to main School switchboard in a professional manner. Pass on messages as required and advise callers seeking information relating to school activities and the school day * Liaise with the School caretakers as required regarding deliveries to the school * Use the School’s information management system (SIMS) to update, add or query pupil data * Prepare documents when necessary using Word and Excel * Photocopy and laminate when requested * Order and maintain stationery supplies for the School * Any other duties as required e.g. administrative tasks for members of the Leadership Team or teaching staff |

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| **Person Specification** | | | |
|  | **Essential** | **Desirable** | **Method of  Assessment** |
|  | These are qualities without which the applicant could not be appointed | These are extra qualities which can be used to choose between applicants who meet all of the essential criteria |  |
| **Qualifications** | N/a | GCSE or equivalent  in Maths and English | Certificates |
| **Experience:** |  | * Previous experience of receptionist duties * Previous experience working in school environment * Previous experience of working with children | Contents of the Application Form.  Interview  Professional references |
| **Skills** | * Professional manner * Smart and well-presented * Good communication skills * Polite and helpful telephone manner * Friendly and welcoming * PC skills including Word and Excel | * Experience using a database | Contents of the Application Form  Interview  Professional references |
| **Knowledge** |  | * Knowledge of school and /or an office environment | Contents of the Application Form  Interview  Professional references |
| **Personal competencies and qualities** | * Reliable * Well presented * Articulate |  | Contents of the Application Form  Interview  Professional references |