

**JOB DESCRIPTION**

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| **Job Title** | Receptionist |
| **Band** | B |
| **Hours/Weeks** | 20 hours per week term time |
| **Special Conditions** |  |
| **School** | Perryfields High  |
| **Responsible to** | Headteacher |

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| **Job Summary:** * To provide a high quality reception service for parents, visitors, pupils and staff.
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**Additional duties and responsibilities**

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| 1. Switchboard operation and supervision. Dealing with telephone enquiries to the school.
2. Greeting visitors to the school, signing in and out, issuing security passes.
3. General word processing, desktop publishing and SIMS IT tasks
4. Typing and clerical duties including confidential work and routine correspondence
5. Dealing with emergencies that are reported to reception
6. Dealing with incoming and outgoing post duties
7. Delivery and distribution of parcels
8. Other tasks that may be reasonably requested by the Headteacher
9. To undertake to be first aid trained
10. Class Charts
11. It is your responsibility to carry out your duties in line with the Council’s policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
12. Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the postholder’s salary grade, abilities and aptitudes.
13. The postholder must at all times carry out his/her responsibilities with due regard to the Council’s policy, organisation and arrangements for Health and Safety at Work.
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