



**KENT COLLEGE**  
DUBAI

**Job Description – School Receptionist**

**Purpose of the job**

The School Receptionist welcomes visitors by greeting them in person or on the phone, answering or forwarding enquiries as appropriate. The Receptionist will be the person to direct and give instructions to visitors. He or she will also be expected to provide general secretarial, clerical and administrative support.

**Key responsibilities**

This list is not exhaustive, and the role will involve considerable flexibility and initiative to adapt to the demands of the life of the school.

1. To meet and greet visitors to the school, and to direct and announce them appropriately.
2. To answer, screen and forward any incoming calls while providing basic information when needed.
3. To maintain security by following the school's security procedures, particularly through the use of logbooks and issuing visitors' badges.
4. To check the morning and afternoon registers, follow up absentees and prepare the daily fire registers.
5. To receive and sort daily mail and deliveries and to respond to couriers. To control and arrange for the flow of internal mail.
6. To book meetings and appointments, and to update the appointments calendar when necessary. To manage the booking of meeting rooms.
7. To maintain a general filing system and provide any other clerical duties as required.
8. To keep the reception area tidy

### Person Specification

	Essential	Desirable
<b>Educational Attainment</b>	Secondary School Diploma	
<b>Knowledge &amp; Experience</b>		Previous experience working within a school environment
Knowledge of:	Office administration	An understanding of schools in an international context.
Experience in:	Administration	
<b>Skills &amp; special attributes</b>	Excellent level of spoken and written English Able to be part of a team Effective verbal and listening communication skills Good decision making and time management skills Possess cultural awareness and sensitivity	Good sense of humour

### Line management

The post holder reports to the Bursar, and will have a close working relationships with the Senior Leadership Team, and the Marketing and Admissions departments. He or she will also work closely with Heads of Department and Heads of School.