



## **Hatton School & Special Needs Centre**

Roding Lane South, Woodford Green, Essex, IG8 8EU

Tel: 020 8551 4131, e-mail: [admin@hattonspecialschool.co.uk](mailto:admin@hattonspecialschool.co.uk), website: [www.hattonspecialschool.co.uk](http://www.hattonspecialschool.co.uk)

Headteacher: Mrs Adrienne Wright

**‘PROUD of the Hatton Way; LEARNING, GROWING, ACHIEVING TOGETHER’**

### **JOB DESCRIPTION**

**Post Held:** Receptionist

**Salary Scale:** F.T.E: LBR4 (£19,917) – Approximate salary £10,000

**Hours:** 20 hours / 44.26 weeks (term time only)  
8.30 am – 4.00 pm Monday  
8.30 am – 4.00 pm Thursday  
8.30 am – 3.00 pm Friday

**Reports to:** Office Manager / School Business Manager

### **Purpose of Job**

To work as part of a busy Admin Team under the direction of senior staff to undertake Reception functions and to act as the first point of contact for people visiting or calling the school.

### **Specific Tasks & Duties**

- To undertake reception duties on a daily basis, answering general telephone and face-to-face enquiries, signing in visitors, keeping diaries and liaising re daily and weekly lunch numbers.
- To collect, log and issue receipts for money and cheques which come in to Reception.
- To collate information regarding school dinners and liaise with the kitchen staff on a daily basis and use the catering finance management package monitor payments and issue school dinner debt letters.
- To operate systems of bus bags/bus lines and liaise with transport re queries, routes etc
- To operate electronic mail, distributing as appropriate.
- To open, stamp, sort and distribute mail.
- To assist with uniform ‘shop’ within the school.
- To provide general clerical/admin support relevant to the reception role including typing letters to parents.
- To co-ordinate the bookings of rooms for meetings, trainings and medical appointments.
- To diarise prospective pupil visits for senior staff.
- To operate relevant IT software packages including computerised records/information/communication systems.

## **General Responsibilities**

- To understand and comply with the school's Equal Opportunities Policy.
- To be aware of and comply with all policies and procedures including child protection, health and safety and security, confidentiality and data protection.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals/agencies through establishing constructive relationships and communication.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- The above duties and responsibilities are not exclusive and you may be required to undertake further duties as may reasonably be expected within the grade and skills of the post holder.