



## DRAYTON MANOR HIGH SCHOOL

### JOB DESCRIPTION

POST	School Receptionist
DEPARTMENT	Administration
GRADE	Grade 3 (Range 5-6) – Full time, permanent
RESPONSIBLE TO	Director of Operations
JOB PURPOSE	To provide an effective reception and administrative support service

### KEY TASKS

- To be a public face of the school and manage all enquiries with the high expectations of the school
- Providing a comprehensive reception service to all visitors and telephone callers (including operating the switchboard) taking necessary action in a confidential manner as and when required, ensuring the upkeep of relevant records
- Dealing with telephone queries, liaising with appropriate parties and taking accurate messages when required. Giving out routine information and making appointments when necessary
- Dealing with all parent and visitor enquiries and logging all visitors in/out of school in accordance with the school security and safeguarding procedures
- Word process documents, input data and carry out administrative duties as required
- Photocopying and collating as required
- Any other duties that may be required, commensurate with the grade of the post
- Undertake first aid training and provide first aid cover as required
- All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with
- To carry out other duties and responsibilities, of a similar administrative nature, and at a similar responsibility level to those described above which may be allocated from time to time