

Job Title	Receptionist – Main Reception	Grade	LP4 starting at £24872 pa. Actual salary £8484.49
Team	Administration Support	Hours	14.5 hours, 8.15 to 16.15 Thursday and Friday
Reports to	Administration Team Leader	Weeks	38 weeks plus 2 INSET days

JOB PURPOSE

Provide a welcoming, friendly and helpful service to visitors and students of our school by managing the switchboard and reception areas, ensuring incoming and outgoing communication is efficient and effective. Providing First Aid when required to students and staff. This will support staff and students in achieving the aims of the school and ensure school policies are implemented.

MAIN DUTIES AND RESPONSIBILITIES

Principal Accountabilities

- Friendly and welcoming reception of visitors and students
- Administer incoming and outgoing school communication
- First aid for students, staff and visitors.

Duties

- Ensure safeguarding procedures are enforced for all visitors
- Manage the switchboard
- Administer items confiscated by staff and lost property
- Administer HOA & HOD letters
- Administer Call Parent emails as requested
- Co-ordinate Business Mentor appointments
- Maintain admin stationery cupboard
- Accept deliveries on behalf of Finance Assistant
- Co-ordinate bookings for school tours
- Filing, maintenance and archiving of all folders and files relevant to the job role
- Undertake First Aid training and responsibilities as required
- Assist with SLT callouts and any resulting support for students.
- Support enquiries on timetabling and student location
- Arrange annual requirements such as school photos and vaccination programmes
- Answering student queries and support with accurate attendance entries
- Organising duty student rotas and managing their sessions.
- Communication with parents and stakeholders.

General Duties

- To work flexibly as part of the support staff team to contribute to the smooth operation of the school
- To commit to safeguarding and promoting the welfare of children and young people
- Undertake role assigned in the event of an emergency as detailed in emergency plans and evacuation procedures
- Maintain confidentiality and security of personal data at all times ensuring compliance with GDPR
- Carry out any other reasonable duties, and/or times of work, as may reasonably be required.

Person Specification

Essential	Desirable
Strong and up to date computer skills including knowledge of MS Word, Excel, Outlook.	Paediatric First Aid Trained
Accurate database entry	Knowledge of Sharepoint and One Drive also an advantage
Excellent written communication and attention to detail.	Knowledge of Bromcom and databases.
Professional telephone manner.	
Organisational skills and strategies	