TORQUAY GIRLS' GRAMMAR SCHOOL

Name:	-	
Job Description:	-	Receptionist
Salary Range:	-	Grade D
Responsible to:	-	Admin Manager
Job Purpose:	-	To provide excellent receptionist duties and administrative support for the school.

Main Duties

- To be responsible for maintaining a professional and welcoming reception area
- Undertake reception duties including dealing with visitors, post, handling telephone enquiries and receiving deliveries and keeping them safe for onward distribution.
- To be responsible for signing in visitors to the site, promoting a positive and helpful ethos at all times, whilst maintaining safeguarding requirements, checking visitor photo ID where required.
- Manage outgoing post, taking letters and parcels to be posted daily.
- Deal with incoming emails and phone calls, passing these on to the appropriate person or responding accordingly.
- Ensure the school's voicemail is checked regularly and messages are passed on or followed up appropriately.
- Manage students who arrive late or leave early in the day.
- Liaise with the on-call staff to ensure that Notify messages are acted on promptly.
- To support the pastoral care of students, for example by dealing with enquiries and managing those who become unwell or need minor First Aid treatment.
- To provide administrative support to the Deputy Heads.
- To provide the wider staff team with secretarial support, for example, writing letters.
- To work closely with cover receptionists to ensure an efficient handover of duties.
- Be part of the fire evacuation team, ensuring all staff and students evacuate the building safely.
- Assist with dealing with lost property.

General Duties

- To be aware of and comply with policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities and SEN, confidentially and data protection, reporting all concerns to an appropriate person.
- To fulfil Safeguarding responsibilities in accordance with the TGGS Safeguarding Policy.
- To attend Morning Briefings when required and to refer regularly to staff notices.
- To contribute to the overall ethos/work/aims of the school.
- To establish purposeful relationships and to support achievement and progress for pupils.
- To participate in training and other learning activities.
- To help supervise and support pupils on visits, trips and out-of-school activities as required.
- To undertake any other tasks as required by the Headteacher which are compatible with these.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post. It may be necessary to undertake any reasonable task required, and sometimes at short notice, that is not described here as directed by the Headteacher.

Signed: …… Date: …….....……..……