



### **JOB DESCRIPTION: Part-Time Receptionist**

**HOURS:** Wednesday, Thursdays and Fridays, 7.45am - 5.00pm - Term Time only plus 4 additional working days during school holidays (e.g. GCSE Results day, A Level results day, checking school post, reviewing incoming emails and voicemails) including attending all Inset Days.

- Greet and welcome guests as soon as they arrive at the school in a professional, courteous and welcoming manner.
- Answer, screen and forward incoming phone calls.
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges).
- Direct visitors to the appropriate person and office.
- Be able to compile student attendance information from the School Management Information System: to include absences and liaising with the Attendance Officer.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
- Assistance with reception cover during school events such as our evening Carol Service and Speech Day events throughout the year.
- Reception cover if the other receptionist is unable to attend school due to sickness.
- Assistance with the school coach service; texting/contacting parents regarding delays with traffic issues etc.
- Understand and comply with the school's equal opportunities and other policies.
- Maintain confidentiality at all times and to observe data protection guidelines.
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures).
- Provide basic and accurate information in-person and via phone/email.
- Receive, sort and distribute daily mail/deliveries together with outgoing post.
- Order front office supplies and keep inventory of stock.
- Ordering school stationery and keeping within its budget.
- Arrange travel and accommodations.
- Keep updated records of office expenses and costs.
- Perform other clerical receptionist duties such as filing, photocopying, transcribing, collating prospectuses, posting commendation cards.
- Attend all Inset Days.
- You may also be required to undertake such other comparable duties as the Line Manager and Head requires from time to time.

St James Senior Boys' School is committed to safeguarding and promoting the welfare of children and young people. All Teaching roles within the school are regarded as Regulated Activity; Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.