Radnor House
SEVENOAKS

# JOB DESCRIPTION

## Afternoon Receptionist

**(12.30pm to 6.00pm - Term Time Only plus 10 days in the Holidays)**

**LINE MANAGER**: Head of Administration

**Purpose and Key roles**

Via reception, present and communicate the ethos and values of the school in a professional and efficient manner to all external contacts and visitors to Radnor House Sevenoaks. Provide a comprehensive, confidential and accurate '5 star' service to support the School. Understand and ensure full implementation of school policies and procedures in particular relating to child protection, Health, Safety and Welfare, Safer Recruitment, Admissions and Security. Establish priorities, work independently and work without direct supervision on all routine matters.

**Key Responsibilities and Tasks**

**Reception and Support**

- Deal efficiently, diplomatically and accurately with all front-line contacts with Radnor House Sevenoaks.
- Receive and screen calls for Radnor House Sevenoaks and deal with enquiries where possible or re-direct as necessary to ensure a prompt and efficient service.
- Receive guests in a professional manner, offer hospitality and escort to the Café to wait if necessary.
- Monitor access to and from Radnor House Sevenoaks by authorised visitors in order to maintain security and ensure students sign in and out correctly and do not leave the school premises without authorisation.
- Update the MRBS on a regular basis ensuring that information relating to school functions and events is accurately entered, in line with the SIMS Calendar and liaising with Catering and other staff as required.
- Coordination and support for the running of key events in conjunction with the Head of Administration.
- Continually maintain and review the Access Policy.
- Liaise with other reception and admin staff to ensure a seamless service.

- Daily fire lists of all pupils and staff must be available from reception as soon as the registers are complied.
- Maintain the daily register of staff on the premises as they arrive and vacate the building.
- Prepare the Breakfast Club sign-in sheets and liaise with the Business Manager regarding numbers.
- Maintain and update the working of the in-house administration systems including CCTV and SIMS, and others as required.
- Prepare Daily Late Report.
- Prepare and circulate Weekly Late Report for Heads of Year and Vice Principal.
- Prepare and circulate Half-Term Absence Report for Heads of Year and Vice Principal.
- Send out school prospectus as requested by prospective parents as directed by the Registrar.
- Be vigilant and communicate concerns with the Vice Principal or other relevant members of staff concerning pastoral issues relating to individual students or groups.
- Maintain an up to date staff contact list, contribute to and maintain efficient staff and pupil records, as required.
- Administer initial First Aid as required tending to sick or injured students, informing parents and reporting any serious accidents to the pastoral administrator.
- Administer postal arrangements and ensure the Franking machine is fully functioning.
- Receive and direct deliveries in line with the Delivery Policy.
- Prepare sign in sheets in advance for the holiday period for all staff and visitors liaising with the Head of Administration as required.
- Deal with emergency situations such as fire drills and ensure daily compliance with the Fire and Safety Policy.
- Regular ordering of all stationery and other items required, regular stock take, so sufficient supplies are available to the school community, updating spreadsheets and liaising with the Head of Administration Prep Office and School Administrator with regard to any items required.
- Update the Admin Recipe Book as required.

**Other considerations**

- Knowing the school regulations and health and safety policy and being aware of and implementing the school rules and school policies, in particular safeguarding of children.
- Co-operating with Radnor House in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work.
- To undertake other such duties that may from time to time be reasonably assigned by the Head of Administration.
- To continue the roles outlined in this job description to the highest level.
- Cover as required.

The above statement of Responsibilities is agreed to be an accurate job description.

**This Job Description should be read in conjunction with the Staff Handbook, a current copy of which is available to all staff on the school's management systems.**