



DERBY HIGH SCHOOL

ESTABLISHED 1892

Job Description

POST TITLE:	Receptionist
HOURS:	Full time or job share Term time only
RESPONSIBLE TO:	Bursar and Head
POST OBJECTIVE:	Acting as first point of contact for all visitors to Derby High School both over the telephone and face to face. Ensuring the smooth operation of the reception area and assisting with administration support. Member of the school's first aid team.

Duties and Responsibilities

RECEPTION

- Welcoming students, parents & visitors to school ensuring all visitors are greeted professionally and sign in and out in line with the school's visitor policy.
- Informing members of staff when their visitors have arrive and preparing refreshments for visitors.
- Answering telephone calls ensuring calls are answered promptly and callers dealt with efficiently and effectively. Taking accurate messages and answering queries where possible.
- Maintaining diary of all expected visitors
- Maintaining Visiting Speaker Log
- Monitoring visitor car park area
- Keeping the reception area clean and tidy and ensuring literature is current and fully stocked.
- Responding to email enquiries or forwarding emails on to the relevant members of staff.
- Managing incoming post/deliveries and distributing promptly.
- Monitoring absence email and reporting pupil absences to relevant tutors.

ADMINISTRATION

- Monitoring and ordering stationery including annual requirements for exercise books etc.
- Managing and ordering student and staff planners.
- Liaising with site team to report maintenance issues.

- Point of contact for the School's second hand uniform shop.
- Receiving items from parents to be sold in the uniform shop, ensuring items are clean and correctly labelled.
- Keeping uniform shop fully stocked and tidy
- Managing appointment system for uniform shop
- Assisting parents in the uniform shop
- Taking payment for items using the school's card machine.
- Administrative support as required
- Filing absence notes and correspondence
- Populating electronic calendar with school events etc.
- Assisting Registrar during school holidays.
- Ad hoc duties as required – e.g. Decorate Christmas Tree etc.

MEDICAL

- Member of the school's first aid team.
- Assisting with first aid duties (training can be provided).
- Recording first aid incidents on the school's MIS
- Administering medication. Keeping medical records updated, ensuring that medications are clearly labelled and securely stored.

Undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility for the job.

The post holder is expected to comply with the requirements of Health and Safety, other relevant legislation and school documentation and to understand and comply with the School's Policy Documents.