



## **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)

- 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 Inset Days.