
Receptionist / Office Assistant

Grade D

Key Accountabilities

Receptionist

- To act as Receptionist dealing with general enquiries, assisting staff, students and members of the public.
- To operate the switchboard and take accurate messages when appropriate.
- Maintain a tidy, organised, efficient and welcoming reception area.
- Oversee the visitors/students signing in/out.
- Organise and maintain a system for pupils to help on reception.
- Organise tours of the school as requested.
- Collect and sort lost property items, notify pupils and arrange for disposal of uncollected items.
- To action all outgoing posts using the franking machine and keep accurate records of daily postage costs, certificates of posting, etc.

Office Assistant

- To be the first point of contact for all telephone calls or staff/student queries.
- To be a First Aider
- To maintain the Arbor database as directed by the Office Manager.
- To send Parentmail via Arbor.
- To distribute incoming posts.
- Send out a weekly Bulletin.
- Assist the Office Manager with Admissions.
- Deal with incoming and outgoing CTF files.
- Look after Enquiries Emails.
- PE Admin when needed.
- Send out All Staff Emails.

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- Keep Staff Telephone Directory and Staff List on the Website Up to date.
 - Do staff Pigeon Holes

To perform any other duties which the Headteacher may reasonably require.