



JOB DESCRIPTION

JOB TITLE	Receptionist
DEPARTMENT	Reception
LINE MANAGER	Attendance Officer/School Office Manager
RESPONSIBLE TO	Bursar

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

Reception is the first point of contact for all visitors to Forest School. The receptionists are required to set a positive and welcoming tone through both a professional appearance and a friendly manner to all visitors. These visitors include parents, school governors, contractors, delivery drivers and a range of other guests who have business at the school.

KEY RESPONSIBILITIES

Duties will include but are not limited to:

- To meet and greet all visitors in a friendly and professional manner aligned to the values and ethos of the school
- To deal with incoming telephone communications in efficient and professional manner. This will involve becoming familiar with the roles and responsibilities on the school estate in order to be able to direct callers appropriately
- To deal with pupil registration for late arrivals
- To receive, check and arrange distribution of all deliveries of post, parcels etc.
- To receive and frank mail in readiness for collection by the Post Office
- To undertake other general administrative duties as required
- To distribute post to all staff
- To ensure the security of any exam paper deliveries/collections
- Any other duties which may be reasonably required of you by your Line Manager

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NB: The job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of tasks and duties

TERMS OF EMPLOYMENT:

- Term time hours: Alternate weeks: 07:00 -15:00/10:00-18:00
- Forest School holiday hours: Half of all Forest School holidays (by arrangement with Line Manager and Reception colleague): 08:00-15:30
- Annual Leave: 30 days annual leave entitlement which will be off-set by non-working days during Forest School holidays
- Lunch Break: One Hour
- The post holder will be expected to attend Open Day and InSET days. There may also be a need to support with Admission events, as requested
- Support staff are enrolled into a defined contribution scheme. Staff are required to make a minimum contribution into the scheme, amounting to 5%. The School will make a graduated employer contribution, starting at 19.46%, based on length of service
- Free lunches during term time and when working during the school holidays
- Refreshments available in the Common Room throughout the day
- Discounted membership of the Sylvestrian Leisure Centre
- Assistance obtaining permit of parking
- Employer death in service benefit
- Support with extensive CPD opportunities

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the relevant Line Manager.

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