



# Job Description

<b>Job Title</b>	<b>RECEPTIONIST</b>
<b>Reports to</b>	PA TO HEADTEACHER
<b>Job Purpose</b>	To provide a professional receptionist service to the School Community
<b>Responsibilities and Duties</b>	<p><b>Reception</b></p> <ul style="list-style-type: none"> <li>To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate.</li> <li>Welcome all visitors to the school site and be first point of contact for parents and students.</li> <li>To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing in.</li> <li>To accept and sign for deliveries as appropriate.</li> <li>To provide hospitality for visitors to the school.</li> <li>Organise the student ambassadors</li> <li>Calls to parents/carers at the request of members of staff and students.</li> <li>To be First Aid Qualified (training will be given) and be the first point of contact for students arriving at the school office needing assistance with first aid and also be prepared to assist with any requirements around the school site. Liaising with staff and parents where necessary and ensure the completion of an accident report forms when required.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>To undertake the typing of emails, letters and communications home to parents.</li> <li>To prepare reports and documents, as required.</li> <li>To undertake filing, photocopying and laminating work as required.</li> <li>To be responsible for the sorting and distributing of incoming post and the sending of outgoing post, including the purchase of stamps and crediting of the franking machine.</li> <li>To provide general administration support as required.</li> <li>Oversee lost property and arrange for collection/distribution to students.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> <li>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>All staff must adhere to the School's Safeguarding Policies and Procedures including engaging in annual Safeguarding Training and Updates.</li> </ul>

**This role is subject to a six month probationary period**

Employee..... Line Manager.....

Signature Signature

Date..... Date.....