



Job Description

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| Job Title: | Receptionist |
| Salary: | Grade 3, point 12 |
| Hours of work: | Monday to Friday 8.00am-12.15pm 21.25 hours per week (term time plus 5 mornings of inset days and 5 additional mornings during the school closure period to be agreed) |
| Reporting to: | Office Manager/PA to the Headteacher |
| Direct reports: | N/A |

Overall Job Purpose

To provide a first-class Reception Service that promotes a professional image of the school, acting as the first point of contact for pupils and visitors and providing a professional and helpful welcome to the school.

To monitor access to the building for visitors and other stakeholders, by managing the signing-in of visitors as an integral part of the student safeguarding strategy for the school.

Main Duties and Responsibilities

- Welcoming visitors to the school and responding to face to face enquiries.
- Handling telephone enquiries, taking messages or re-directing calls to appropriate members of staff.
- Managing the primary access point of the building by visitors; checking ID badges; issuing visitor passes and ensuring all visitors sign-in and out appropriately.
- Attending to students and logging students that are late/attending appointments.
- Dealing with confiscated items and students' lost property.
- Undertaking first aid duties including overseeing sick bay and sickness reporting, liaising with parents and staff.
- Holding information on EHCPs and Health Care plans including holding up to date records of student medication kept in school.
- Undertaking a range of administrative tasks e.g. the distribution of coach passes; administration of detention letters etc.
- Preparing School Registers for distribution and copying information accordingly for the daily registers.
- Assisting members of the school office team, and teaching staff with the printing and copying of materials, as requested, acting as the main point of contact for reprographics engineers and supplies.

- Receiving and distributing the post in a timely manner.
- Undertaking student filing, as required.
- Undertaking any other administrative duties, commensurate with the role, and as time permits.

This job description is designed to outline the main duties and responsibilities associated with the post but it is not intended to be exhaustive. It may be subject to modification after consultation with the post-holder.

Person Specification

The successful candidates will have:

- appropriate qualifications
- experience of reception duties preferably within a school
- the ability to communicate effectively
- confidence in dealing with people
- the ability to organise and prioritise work
- the ability to work under pressure
- the ability to work as part of a team
- basic ICT skills, including working knowledge of email and word processing
- a willingness to work in a flexible framework
- experience of working with children
- a working knowledge of Arbor is desirable but not essential as training will be provided
- First aid trained, if not trained willing to undertake a 3 day first aid training course.