



SCHOOL RECEPTIONIST

Under the direction/instruction of Office Manager and Senior Leadership Team: provide receptionist and administrative support to the school.

TASKS

Organisation

- Undertake reception duties, answering any telephone and face to face enquiries, and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.
- General housekeeping of the school office

Administration

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail
- Undertake routine administration e.g. registers/school meals
- Support the Office Manager with administration tasks when delegated

Resources

- Operate office equipment e.g. photocopier, computer etc.
- Arrange and secure storage of supplies
- Occasionally undertake routine financial administration e.g. trips, and ad hoc tasks

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

This is not an exhaustive list and support would be expected throughout the admin and reception team.

Experience	<ul style="list-style-type: none"> • General clerical/administrative work essential • Client facing Customer Service experience essential • Experience working with School MIS (e.g. BromCom / SIMS / Arbor) desirable, but not essential.
Qualifications/ Training	<ul style="list-style-type: none"> • Good IT skills including MS Office (Word, Excel) • Good numeracy/literacy skills • Good level of spoken English • Other Spoken languages would be an advantage, but not essential.
Knowledge/Skills	<ul style="list-style-type: none"> • Appropriate knowledge of first aid, but training will be provided • Good understanding and ability to use relevant technology e.g. photocopier, PC and MS Office • Participate in development and training opportunities • Ability to communicate well with both children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these, as well as an ability to work independently