



JOB DESCRIPTION

Job Title: Receptionist
Location: Chislehurst School for Girls
Reporting to: Office Manager
Grade: NJC Scale 1

Purpose of the Role:

To provide full receptionist assistance and administrative support for the whole school including staff, students, visitors, parents and carers.

Main Duties and Responsibilities:

- Provide full receptionist assistance for the main school reception.
- Manage all incoming calls.
- Greet all visitors to the school and ensure safeguarding procedures are adhered to.
- Manage the school diary; booking meetings and visitor parking spaces.
- Reconcile use of Visitor Passes.
- Use the school's MIS system to respond to enquiries, print reports and timetables.
- Support administration requests, including letters to parents and use of Schoolcomms.
- Respond to parent enquiries using Classcharts.
- Manage and distribute post and receive/sign for deliveries.
- Support the administration of school email accounts.
- Undertake training as necessary.
- Undertake other duties as may reasonably be expected.
- Contribute to the wider life of the school and assist in promoting a positive school culture.
- Undertake any training relevant to the role.
- Participate in Performance Management Procedures.



- Carry out other duties in line with the role, as directed by the Line Manager and/or School Leaders.

Person Specification

Qualifications and knowledge

- Excellent verbal and interpersonal communication skills - Essential
- Administrative qualifications - Desirable

Experience

- Prior experience in an educational or similar office setting - Desirable

Skills and attributes

- Strong organisational, planning, and time management skills - Essential
- Proficiency with standard office software like Microsoft Office - Essential
- A proactive, flexible, and imaginative approach - Essential
- Ability to handle sensitive information with discretion and maintain confidentiality.

Additional Information:

- This role requires an enhanced DBS check.
- Training will be provided on site procedures, safeguarding, and health & safety.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post-holder.

Inicio Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Name of Postholder : -----

Signature:-----

Date: -----