

GLF Schools - Job Description

Job Title:	School Receptionist	Job Reference:	
Location:	Cuddington Croft Primary School	Travel Required:	No
Core Purpose			
<ul style="list-style-type: none"> • To promote a professional and friendly point of call to pupils, staff, parents and other visitors to our school. • To provide efficient and effective administrative and finance support to the school's office team. 			
Key accountabilities			
<ul style="list-style-type: none"> • To provide a warm and friendly welcome to all visitors and ensure that the school policy for safeguarding is adhered to. • To answer the telephone, filtering calls and respond to e-mails or forward to appropriate person ensuring that they are delivered in a timely manner. • To respond to a range of enquiries in person, by email and over the phone. • To administer first aid (including the management of first aid stock). • To administer medication to children in line with the school policy and ensure that records are kept up to date. • To respond to children's needs, directing to other members of staff as required. • To use a range of computer programmes including SIMS, Parentmail and web based programmes to perform daily admin tasks. • To use Microsoft Office programs including Excel, Publisher, Word and Outlook, to produce and proof read a range of documents including reports and letters. • To carry out filing, reprographics tasks and resource preparation. • To maintain the reception area including updating of noticeboards and literature. • To be willing to assist the Head Teacher or Leadership Team as required. • To receive and check deliveries. • To assist Finance and Administrative staff as required. • To communicate with teaching staff to ensure that important pupil information is shared and updated in a timely manner. • To support the management of pupil attendance. • To produce and distribute parent communications using email, text and hard copy. • To support staff with the management of extra-curricular activities e.g. swimming and trips. • To update the school website as required. • To manage pupil data. • To support with the administration of pupil admissions. • Provide data to the kitchen staff for the purposes of school meals management. • To manage the school diary and arrange event bookings and meetings. • To participate in the school's appraisal process. 			
Other			
<ul style="list-style-type: none"> • Duties are subject to change by negotiation and agreement with the Headteacher and post holder. • Any other duties commensurate with the role as directed by the Headteacher. 			

Accountable to

- Headteacher
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.