



## Gatehouse School

Sewardstone Road, Victoria Park, London E2 9JG.

Tel: 020 8980 2978 Email: [admin@gatehouseschool.co.uk](mailto:admin@gatehouseschool.co.uk)

Registered Charity No. 282558 Registered Company No. 1536398

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### SCHOOL RECEPTIONIST JOB DESCRIPTION

We are seeking a highly organised and proactive receptionist to join our team in a role essential to the effective operation of the school. The successful candidate must be able to present a calm and professional manner, with a flexible approach to the job and the ability to prioritise tasks in a fast moving environment. Effective communication is essential, together with a thorough knowledge of MS Office applications.

#### REPORTING TO

On a daily basis to the Bursar, but you will also report directly to the Head as required.

#### DAILY DUTIES

##### ADMINISTRATION

- Work as part of the administrative team to cover all duties as necessary.
- Provide administrative assistance to the Head's PA and the Senior Leadership Team using MS Office and databases.
- Sort and distribute incoming post. Frank outgoing mail and credit franking machine.
- Manage booking of school rooms.
- Produce and send school letters and emails as directed by the Headteacher.
- Complete end of term mailings.
- Update pupil database on a daily and annual basis.
- Send leavers files to ongoing schools.
- Provide secretarial support to teaching staff as necessary.
- Maintain absolute confidentiality in all aspects of work.
- To establish a business-like office environment and promote good relationships between SLT members, teaching and support staff, students, parents/carers, all other stakeholders and visitors.
- To play a full and active part in the life of the school community.
- All staff are responsible for the safeguarding of children and vulnerable adults in our care, it is a requirement of this role that you adhere to all relevant safeguarding policies and procedures'
- Work within the spirit and intentions of the Equal Opportunities and Equality & Diversity policies and procedures and report any concerns to your line manager immediately
- Any other duties reasonably expected of a school receptionist.
- Aid as directed during school open days and events.

##### RECEPTION

- Operate the school reception, acting as first point of contact, welcoming visitors and for queries from staff and pupils.
- Manage switchboard and answer phones.
- Take and distribute messages.
- Distribute e-mails from central account.
- Welcome visitors to the school ensuring all visitors ID is checked and signed in to the visitor log.
- Ensure that school reception is covered at all times.
- Ensure there is no access to the school by unauthorised personnel.
- Pick up messages on answer service.



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- Liaise with the premises staff required regarding deliveries to the school
- Take outgoing post to the post office or post box as appropriate.
- Receiving and sorting incoming mail for delivery to appropriate staff.
- Ensure that school reception is covered at all times.

## ATTENDANCE

- Registering of late pupils onto the school management information system.
- Ensure registers are completed after each registration and update where necessary.
- Ensure contact is made with parents if their child is absent and the reason recorded.
- Act as point of contact for parents to obtain Heads permission for any absences.
- To maintain a range of school records and data relating to pupil attendance records as directed by the Head Teacher. To respond to requests for such data from a range of staff in the school and assist in the interpretation of such data and information.
- To monitor and evaluate attendance and punctuality data so as to review the success of the school policies and initiatives to improve the attendance and punctuality of pupils where this is of concern.
- In cases of poor school attendance and / or welfare issues to be proactive in assessing the situation and liaising with the Head Teacher, Head of Pastoral Care and Safeguarding when pupils may be in need of additional support.
- Awareness and compliance with the Education (pupil registration) regulations and associated DFE guidance.

## HOURS & HOLIDAY ENTITLEMENT

- Term time only plus 8 weeks – 43 weeks (1 wk Oct, 1 wk Feb, 2 wks Easter, 4 wks Summer)
- During term time and on INSET days 40 hrs per week (8.00am – 5.00pm). School holidays 8.30am – 3.30pm

## SALARY & BENEFITS

- Annual salary: competitive depending upon experience (which will be reviewed from September each year)
- Pension scheme into which the school will contribute an amount equivalent to 9% of your salary. Personal contributions are optional. The pension scheme includes a "death in service" life assurance benefit of four times your annual salary.
- A free school lunch is provided during term time.
- Unfortunately, the school is not able to offer parking on site during term time.
- School fee remission of 50% for any of your own children attending the school.

## PERSON SPECIFICATION

- Must have excellent good literacy and numeracy skills.
- Experience of a school environment preferable.
- Educated at 4 GCSE grade C grade or above, or equivalent.
- Strong computer skills and working knowledge of MS Office.
- Time Management and strong organisational skills.
- Excellent telephone manner.
- Ability to work within a team.
- Awareness of safeguarding children issues.
- Ability to work on own initiative.