

MAIDSTONE GRAMMAR SCHOOL FOR GIRLS

JOB DESCRIPTION

POST TITLE	Receptionist with additional Administration Duties
GRADE/WEEKS PER YEAR/HOURS	Kent Range 4 39 weeks/37 hours per week 8.30am-4.30pm Monday to Thursday and 8.00pm-3.30pm Friday
DATE	February 2019
RESPONSIBLE TO	Headteacher
REPORTING TO	Main Office Manager

<p>Summary of Job:</p> <p>The purpose of this post is to carry out an outstanding reception service and a range of administrative support to the school as directed by the line manager.</p>
<p>Outline of Main Duties:</p> <p>To present MGGS to the public in a professional manner, both by effectiveness and attire as the welcoming 'face' of MGGS at our Visitor Reception.</p> <p>Ensure all visitors are efficiently and professionally looked after, that visitors comply with safeguarding requirements and liaise with the Office Manager in this respect.</p> <p>To act as the first point of contact within the school, filtering enquiries as appropriate.</p> <p>Ensure that Reception area is clean and tidy and current publications are available for visitors.</p> <p>To manage the operation of the switchboard and security barrier telephones.</p> <p>To monitor central emails ensuring information is accurately forward to the relevant department.</p> <p>To monitor the Reprographic Room ensuring sufficient supplies are available, re-ordering of stock and reporting mechanical issues to the Network Technician responsible.</p> <p>Administrative formatting and tasks such as sending ParentMails, staff and student planner updates, confiscated mobile telephone letters, book return co-ordination for example.</p> <p>To supervise the student hatch as required.</p> <p>To act as a first aider at work.</p> <p>Undertake specific administration tasks as directed by the Main Office Manager.</p> <p>To be available on an occasional ad hoc basis to take part in supervising lessons, school trips, taking responsibility for a group of students.</p> <p>Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher.</p> <p>Comply with school policies and procedures (including those relating to Safeguarding, Child Protection, Equal Opportunities, Health and Safety, confidentiality and data protection) and uphold the ethos of the school.</p> <p>Fulfil any other tasks reasonably requested by the line manager.</p>
<p>Staff & Others Line Managed by the Post Holder:</p>

Signature _____ Date January 2019

Line Manager _____ Date January 2019