

Job Title	Receptionist
Scale	Band 2 NJC Pay Scale
Responsible to	Office Manager
OVERALL RESPONSIBILITY	<ul style="list-style-type: none"> To act as a first point of contact with the school for parents and others. Answering incoming calls and directing. General administration duties. To assist the office manager in the effective and efficient running of the school office.
DUTIES – ADMINISTRATIVE	<ol style="list-style-type: none"> Undertake receptionist duties – acting as first point of contact with the School, responding to enquiries from visitors in person and by phone, passing appropriate messages/information to staff. Support the management of formal, and informal communications in the School. Receive all visitors and deliveries, inform appropriate staff and ensure visitors sign in correctly, and are informed of fire procedures. Check that appropriate DBS and right to work is in place for visitors and checking ID on arrival. Distribute correct visitor identification lanyard. Aid the office manager as and when required in opening and distribution of incoming mail. General admin tasks as directed by the Office Manager. Answer the telephone, refer calls and take messages.

DUTIES – SUPPORTING PUPILS	<ol style="list-style-type: none"> 1. Ensure late pupils are logged in correctly and directed into school. 2. Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare. 3. Set a good example in terms of personal presentation, attendance and punctuality.
Health and Safety	<ol style="list-style-type: none"> 1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. 2. Co-operate with the employer on all issues to do with Health, Safety & Welfare
Continuing Professional Development	<ol style="list-style-type: none"> 1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School. 2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available. 3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.
SECTION 2 - ADDITIONAL DUTIES FOR THIS POST	<p>Assuming any other such responsibilities of a similar nature, as requested by the Head or Office Manager</p> <p>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.</p> <p>Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.</p>