

Job description - Receptionist

Job Title: Receptionist
Scale: 1-2 (Subject to performance review)
Responsible to: Senior Office Administrator

OVERALL RESPONSIBILITY

- To act as a first point of contact with the school for parents and others.
- To assist the senior office administrators in the effective and efficient running of the school office.

DUTIES – ADMINISTRATIVE

1. Undertake receptionist duties – acting as first point of contact with the School, responding to enquiries from visitors (not pupils) and passing appropriate messages/information to staff.
2. Support the management of formal, and informal communications in the School.
3. Receive all visitors and deliveries, inform appropriate staff and ensure visitors sign into the School, are informed of fire procedures and are given security badges.
4. Aid the senior administrative assistant as and when required in opening and distribution of incoming mail.
5. Dispatch outgoing mail, accounting for postages on a monthly basis.
6. Assist the senior administrators in the provision of general clerical work, typing etc.
7. Answer the telephone, refer calls and take messages.
8. Act as a back-up to the Attendance Officer/EWO in using SIMS.net attendance, making “late” telephone calls, entering “lates” and scanning registers using the OMR.
9. Carry out the necessary admin in relation to the Y11 mock interview day.

DUTIES – SUPPORTING STAFF

1. Support the Transition Co-ordinator in organising a smooth transition for pupils to secondary school.
2. Support the Primary Liaison Co-ordinator with any administrative tasks as and when required.
3. Support the senior office administrators with relevant administration, phone calls and scheduling meetings.

DUTIES – SUPPORTING PUPILS

1. Manage pupil sickness and welfare procedures including assistance to outside agencies carrying out medical examinations.
2. Provide pupils with relevant information as requested. Provide for individual pupil welfare needs, monitor pupil sickness requirements and make arrangements with parents to collect sick pupils.
3. Attend to pupils who are feeling unwell.
4. Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
5. Set a good example in terms of personal presentation, attendance and punctuality.

Health and Safety

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

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

- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and GDPR, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required
- Participate in the school appraisal process
- To represent the school at meetings/events as appropriate
- To support and promote the school ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- Be flexible in your working hours if required
- To undertake any other reasonable duties at the request of the Headteacher
- Assuming any other such responsibilities of a similar nature, as requested by the Headteacher or the Business Manager.
- 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.
- 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.