

**post: School Receptionist based at Fulston Manor School**

**Reports to: Office Manager**

**Responsible to: Executive Headteacher**

**Hours: 7.5 hours per week – Term Time plus 1 training day (at the beginning of the academic year. please note this may not be a Monday)**

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**Details of the Post:**

**Job Purpose:**

To provide a professional reception service to visitors to the school, staff and students, as part of the School Main Office team, whilst maintaining a high degree of confidentiality with regards to staff and student issues.

* Day to day running of reception ensuring all telephone calls are answered in an efficient and polite manner, directing calls to correct departments/members of staff; answerphone messages are logged and directed to relevant people. Helping each visitor with enquiries, ensuring all visitors to the school are signed in and given visitors passes.
* Answering telephone calls
* Assisting parents with enquiries
* Assisting students with enquiries Assisting students with any general enquiries. Signing in any late students, and signing out students with exeat passes. Issuing students with new bus passes each term
* Ensuring attendance is logged on the School Management System in a timely manner
* Room bookings both internal and external; including booking rooms for outside agencies and for internal meetings. Ensuring all bookings are logged on the system.
* Updating Arbor; ensuring that all information is correct.
* Amending Data Collection Sheets.
* Keeping the reception diary up to date, making sure all room booking are logged.
* Updating school calendar
* Ensure that tutor notices are put into the system every day.
* Assisting with First Aid Room cover as required
* Assisting with general office duties including typing, photocopy and dealing with post

**Other**

* Any other duties as might reasonably be expected within the role as directed by the Office Manager or Executive Headteacher