

**SCHOOL RECEPTIONIST**

**Responsible to**:

The Headteacher, Senior Leadership Team, Governors of the school and Aletheia Academy Trust

**Line Manager:** The Headteacher/Deputy Headteacher

**Salary:** KR3

**Hours worked academic year:**

**Main purpose of the role:**

* To provide support, advice and guidance in carrying out a range of confidential administration tasks for the headteacher, governors and leadership team on matters relating to the non-teaching operation of the school to ensure school remains compliant with its legal obligations/requirements proactively discussing any issues / concerns as they arise

**Key responsibilities:**

**General Responsibilities for all staff:**

* Be committed to the safeguarding and promotion of the welfare of children and young people
* Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
* Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communication with all staff and other agencies/professional
* Recognise own strengths and areas of expertise and use these to advise and support others
* Participate in training and other learning activities and performance development as required
* Ensure that the school creates a professional and welcoming reception for all visitors and parents

**Contd …**

**Administration:**

* Front Desk/Reception duties welcoming visitors ensuring all are signed in appropriately according to safeguarding requirements in order to monitor entry in and out of the building
* Assisting attendance lead with administrative tasks of tracking attendance including first day calling
* Administration of First Aid as and when required
* Collation of school meals on a daily basis using Arbor
* Updating the School Calendar
* To be the specified point of contact for parents/liaison officer
* In the absence of the Office Manager, assist with DBS Checks, including their entry on to the Single Central Record and help to keep personnel files up to date

**IT**

* Entering attendance marks on Arbor running reports when required
* Assisting with maintaining the children’s records on Arbor
* Assisting with organization/payment of school trips using Arbor
* Assisting with administration of orders, ensuring best value for money, checking deliveries against delivery notes and passing items on to the relevant members of staff
* Using Kelsi Digital front Door to assist with making attendance referrals to KCC

**Current TCP grading:** achieved/achieved above/outstanding (Please circle)

**Proposed TCP grading**: (This will be based on a discussion of the criteria and objective evidence presented to the appraiser of whole school development impact) achieved/achieved above/outstanding

The role will be reviewed annually in consultation with the postholder.

Signed by Post Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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