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| **C:\Documents and Settings\Headteacher\My Documents\My Pictures\Microsoft Clip Organizer\j0365520.wmf**  **Bodsham Church of England**  **Primary School** | ***Federation***  ***of*** | **Saltwood Church of England**  **Primary School** |

**Bodsham Church of England Primary School**

**JOB DESCRIPTION**

**POST** School Receptionist

**GRADE** Kent Range 3 (FTE £21,293) Pro-Rata £6,812

**RESPONSIBLE TO** Federation Business Manager

**DUTIES** The specific duties undertaken will be wide ranging but will include:

* Providing a welcoming, friendly, first point of contact for all children, parents and visitors to the school via telephone and in person.
* Support the day to day clerical and administrative functions of the school including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment and the processing of incoming and outgoing mail - as directed by the Deputy Head, Executive Head Teacher and Business Manager.
* Assist with arrangements for school visits and events
* Maintain stocks and supplies, selling and distributing as required
* To record and subsequently inform the School Cook of daily pupil lunch requirements.
* Checking of attendance registers and following up un-noticed absences.
* Check mail box each morning for correspondence from parents
* Being a point of contact with external providers.
* Adhere to general safeguarding procedures.
* Top up photocopier paper
* Uploading Newsletters and other notices to the school website
* To act as a first aider within the school and administer first aid and medicines to children as well as contacting parents as required for the collection of sick children.
* Ensuring that first aid boxes throughout the school are kept well stocked.

This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Headteacher and the job description itself may be revised from time to time.