

Job Description

Job Title : Receptionist – Range 4

Hours : 22.5 hours per week. Term time only.

Responsible to : Admin Team Manager

Job Profile : Responsible for meeting and greeting all visitors to the school, operating the school's main switchboard and EntrySign system, general administration including the preparation of mail for collection.

Key Responsibilities :

- To receive visitors and to extend a warm welcome to the school;
- Administer the school EntrySign system;
- Follow the school's child protection procedures for all visitors;
- To be responsible for incoming and outgoing calls;
- To assist students and staff reporting to reception with queries and to redirect as necessary;
- To assist (when necessary) in checking that registers have been completed;
- To prepare all mail for posting and collection;
- To receive deliveries and pass incoming post to the admin department;
- To monitor absence notes sent via registers and to enter these on to the management information system;
- To deal with the safe storage and/or return of lost, found or confiscated property, as well as property dropped off by parents;
- To relay messages to staff and pupils in a timely and efficient fashion;
- To maintain a positive image of the school at all times and a tidy working environment;
- To assist with other clerical tasks as and when requested;
- To carry out any other duties reasonably requested.

Person specification :

- Good standard of education
- Energetic and hardworking
- Good ICT skills
- Flexible and highly organised
- Effective communication and interpersonal skills
- Effective team player
- Able to work under pressure and use own initiative
- Self-motivated

This job description is not designed to be an exhaustive list of duties and responsibilities, but represents the current key areas of work. There may be additional duties and responsibilities associated with the role. The content of this post will be reviewed in consultation with the postholder when necessary.

Signed Date