



Job Description: Receptionist

Job Purpose:

The Receptionist will provide comprehensive reception and administrative support to the Business Manager, Headteacher and Governors in the smooth and efficient running of the school.

Duties:

Reception

- To operate the school Reception Desk, acting as a first point of contact for visitors, creating a pleasant welcome and dealing with parent/carer queries, visitors and contractors;
- To provide essential Safeguarding and Health & Safety information to all visitors;
- To operate the access control system, along with the office staff, to control access through the school gates;
- To operate the school switchboard, together with the office staff, receiving and handling telephone enquiries, forwarding calls and taking messages;
- To maintain the school diaries – arranging appointments, etc., and disseminating to staff;
- Daily opening and sorting of mail;
- To provide back up to Site Manager in checking off deliveries;
- To deliver items to the classrooms – lunch boxes, PE kits, etc;
- To take receipt of monies (enveloped and labelled) and forward to the office for processing;
- To sell and record items of uniform and equipment;
- To run errands on behalf of the school – purchasing items, emergency supplies, etc.

Welfare

- To contact parent/carers if a child bumps their head or is taken ill or requires additional equipment;
- To print off Medical Forms from SIMs and administer medicines when required;
- Coordination of Accident Reporting (and to KCC if required)

Administration

- Copying and distribution of reports and documents for the Senior Leadership Team;
- To forward hard copy pupil records of leavers to their new schools;
- To set up and maintain the termly Clubs List and carry out attendance administration and messages for Clubs;
- Providing ad hoc reports and information to Business Manager as required;
- Filing (pupil, general and premises);

Health & Safety

- To coordinate the distribution and collection of termly Health & Safety area checks and escalate if necessary;
- To liaise with the Business Manager about non-compliance of the above;



Other duties

- To understand and comply with policies and procedures relating to Child Protection, equal opportunities, Health & Safety, security, confidentiality and data protection, reporting concerns to an appropriate person in order to maintain a safe and secure learning environment;
- To perform such other additional duties as the Business Manager, Headteacher or class teacher may require from time to time;
- To carry out regular stock check of uniform and supplies;

Discussed and Agreed on _____ (Date)

Signed _____
Member of staff/Applicant

Print _____

Signed _____

Lucy Davenport, Headteacher,