



School Receptionist

Job details

Salary: KSA £11463.72
(FTE £26168)

Hours: 19 hours a week

Contract type: Term time only

Reporting to: School Business Manager

Posting date: 10th August 2026

Closing date: 11th September 2026

Date of Interviews: W/C 14th September 2026

Position start date: September/October

Main Purpose

The School Receptionist will be responsible for providing a professional, welcoming and efficient front of house service while ensuring the safety of others and smooth administration of the school site.

Duties & Responsibilities

Reception

- To greet and sign in visitors safely and securely, following school procedures
- To provide essential Safeguarding and Health & Safety information to all visitors;
- Act as the main point of contact for the school, assessing the nature of telephone calls, referring them to the appropriate person, receiving visitors in a courteous, prompt and efficient manner to ensure that staff, service users and members of the public who contact the school are dealt with efficiently and consistently.
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- To operate the access control system, along with the office staff, to control access through the school gates;
- Establish constructive relationships and communicate effectively with pupils, staff, parents and external agencies and professionals.
- To receive deliveries into school, check, sign and alert site manager, when necessary to distribute items accordingly

Administration

- Support the Office Administrator with day-to-day administrative functions of the school including word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment and the processing of incoming and outgoing mail.
- Assist with all other administration processes during periods of absence or reduced staff levels.
- To carry out general administration duties including updating of personal information SIMS, filing, attendance, admissions, Parentmail trips
- Administer medication as required.
- Always maintain strict confidentiality and professional conduct.



Living life to the full to the glory of God



Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Health and Safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the School Receptionist will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager



Living life to the full to the glory of God