**MAIDSTONE GRAMMAR SCHOOL FOR GIRLS**

**JOB DESCRIPTION**

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| **POST TITLE** | Receptionist with additional Administration Duties |
| **GRADE/WEEKS PER YEAR/HOURS** | Kent Range 4  39 weeks/37 hours per week  8.30am-4.30pm Monday to Thursday and 8.00pm-3.30pm Friday |
| **DATE** | February 2019 |
| **RESPONSIBLE TO** | Headteacher |
| **REPORTING TO** | Main Office Manager |

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| **Summary of Job:**  The purpose of this post is to carry out an outstanding reception service and a range of administrative support to the school as directed by the line manager. |
| **Outline of Main Duties:** |
| To present MGGS to the public in a professional manner, both by effectiveness and attire as the welcoming ‘face’ of MGGS at our Visitor Reception. |
| Ensure all visitors are efficiently and professionally looked after, that visitors comply with safeguarding requirements and liaise with the Office Manager in this respect. |
| To act as the first point of contact within the school, filtering enquiries as appropriate. |
| Ensure that Reception area is clean and tidy and current publications are available for visitors. |
| To manage the operation of the switchboard and security barrier telephones. |
| To monitor central emails ensuring information is accurately forward to the relevant department. |
| To monitor the Reprographic Room ensuring sufficient supplies are available, re-ordering of stock and reporting mechanical issues to the Network Technician responsible. |
| Administrative formatting and tasks such as sending ParentMails, staff and student planner updates, confiscated mobile telephone letters, book return co-ordination for example. |
| To supervise the student hatch as required. |
| To act as a first aider at work. |
| Undertake specific administration tasks as directed by the Main Office Manager. |
| To be available on an occasional ad hoc basis to take part in supervising lessons, school trips, taking responsibility for a group of students. |
| Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher. |
| Comply with school policies and procedures (including those relating to Safeguarding, Child Protection, Equal Opportunities, Health and Safety, confidentiality and data protection) and uphold the ethos of the school. |
| Fulfil any other tasks reasonably requested by the line manager. |
| **Staff & Others Line Managed by the Post Holder:** |

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date January 2019

Line Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date January 2019