**Enterprise Learning Alliance**

**JOB DESCRIPTION**

**Job Title: Receptionist**

**Responsible to: Centre Manager**

**Grade: KR3**

**Location: Initially based at Dover Skills some travel between sites may be required.**

**MAIN ACTIVITIES ATTRIBUTED TO THE** **PARTICULAR DUTIES:**

1. Requirement for confidentiality.
2. To receive visitors, take telephone calls, relay messages, receive school mail and contact parents/carers and other external agencies.
3. To deal with photocopying and distributing newsletters and circulars. Photocopying, collating and assembling school documents etc.
4. Recording the daily registration of and ordering the FSM for all eligible pupils.
5. Recording the daily registration of staff and pupils taking school meals.
6. Administration of admission forms, typing offer of place letters, class lists and preparing induction packs and brochures.
7. Responsible for updating the school Sharepoint Calendar and website Calendar with Key school Dates
8. Checking deliveries for all school resources.
9. Maintaining the school stockroom through regular stock taking, submission of orders and ensuring tidiness and accessibility.
10. Maintaining school uniform stock through regular stock taking and submission of orders
11. Dealing with emergencies and administering first aid for children, recording in the Accident Book, typing letters home and keeping a record of all children who arrive late or leave school early during the school day.
12. Maintain access control procedures for the school site.