

Job Description – Receptionist

Post holder:

Salary scale: Veritas Kent Range 3

Work as part of the Admin & Communications Team being the front of house welcome to parents, carers and visitors and supporting the administrative tasks of the team. Supporting the headteacher in the effective education and welfare of children in accordance with the requirements and conditions of Veritas Multi Academy Trust's *Pay and Conditions Document*, having due regard to the requirements of the policies and procedures of the school and Veritas Multi Academy Trust. To uphold the vision statement and values for both the school and Veritas Multi Academy Trust.

Status of the post

This is a support post within the school's staffing structure. The postholder is accountable to the Headteacher and responsible for upholding the vision and values of the school and trust.

Main purpose of the post

The postholder's key accountability will be for front of house welcome, safeguarding of children and families, managing resources, maintaining continuous professional development, maintaining professional values and to support the staff within your team.

Professional Responsibilities

The postholder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:

Key responsibilities:

- *Manage the reception desk*
- *Communication with parents*
- *Communication across the school including parent letters*
- *After school clubs communication*

Key Roles:

- *Text messaging*
- *Front of house welcome*
- *Communication with parents*
- *School diary*
- *Communication across the school*
- *Triage parental and visitor meetings with staff*
- *Process newsletters*
- *After school clubs communication*
- *Staff communications processing*
- *SIMs pupil and family*
- *Manage the school website*

Budget Accountability

Not accountable.

Operational Management:

Headteacher

Line Managed by:

Trust Business Manager

This job description may be amended at any time after discussion with you, but in any case will be reviewed during the performance review cycle.

Signed: Date:

Signed: Trust Business Manager

Your job description is intended as a reference document which identifies your main responsibilities and activities and is not a comprehensive list of all roles, responsibilities and duties undertaken.