****

**RECEPTIONIST JOB DESCRIPTION**

**JOB TITLE: RECEPTIONIST**

**NAME:**

**RESPONSIBLE TO: HEADTEACHER**

**LOCATION: SNODLAND CEP SCHOOL**

**PURPOSE OF THE POST**

To assist as a member of the administrative team in providing efficient, comprehensive administrative support to the school.

To act as point of contact for school enquiries either by telephone, email or face to face and to maintain the smooth and efficient running of the reception area.

To work collaboratively with all staff and parents in order to support pupil wellbeing.

To liaise, with tact and diplomacy with school staff and others outside the school, particularly parents, professional agencies and the local community.

**MAIN DUITES**

1. To provide general clerical and administrative support, for example, photocopying, filing, answering the telephone, faxing, and completing standard forms, receiving forms for in year applications, dealing outside agencies and responding to routine correspondence.
2. To receive visitors to the school and to communicate with courtesy and clarity to all staff, pupils, parents, carers, visitors, outside agencies and the wider community.
3. To answer telephone calls in a professional and timely manner.
4. To retrieve, deliver and update telephone messages.
5. To send out correspondence to parents and staff using Parentmail.
6. To assist with the pupil registration process and maintain accurate records of pupils leaving school during the school day.
7. To utilise technology to ensure effective communication with staff, parents and other groups.
8. To help maintain the school diary.
9. To ensure the reception area is kept tidy, informative and welcoming to visitors at all times.
10. Administer medicines to pupils as appropriate and maintain pupil medication records.
11. To undertake specific projects or temporary duties as required from time to time.
12. To attend and participate in relevant meetings when required

|  |  |
| --- | --- |
|  Post Holder |  Head teacher |
| Date: | Date: |