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| **THE FEDERATION OF GOODNESTONE & NONINGTON CHURCH OF ENGLAND PRIMARY SCHOOLS**  **JOB DESCRIPTION - RECEPTIONIST**  Grade: Kent Range 3 |  |

1. **Purpose of the Job:**

* To provide general clerical or administrative support to the school under the direction or instruction of senior staff.
* To actively promote and contribute to the school’s Christian ethos and values.

1. **Key duties and responsibilities:**

* Provide administrative services to the school e.g. photocopying, filing, faxing, emailing, completion of routine forms, administration relating to school meals.
* Update manual and computerised records/management information systems.
* Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors.
* Open, sort and distribute incoming mail and post outgoing mail.
* Assist with arrangements for visits, for example by school nurse, photographer and other meetings as required sending relevant documents to participants and taking accurate meeting notes as required.
* Maintain the school calendar.
* Maintain the pupil attendance database.
* Monitor and manage the school uniform stock.
* Arrange orderly and secure storage of supplies.
* Occasionally handle cash e.g. for school visits, dinner money and keep simple financial records and process invoices for payment, referring any problems to the line manager, to ensure that financial records are accurate.
* Undertake photocopying and shredding as required, reporting faulty machinery and equipment as necessary.
* Assist with maintaining the school website.
* Administer first aid to pupils and colleagues, liaise with parents / carers / staff.

1. **Preferred Skills/Experience**

* Good standard of general education together with GCSE (or equivalent) grade C or above in maths and English.
* School office experience
* Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and database functions.
* Interpersonal, organisational and administrative skills.
* Ability to develop and maintain effective computerised and manual filing systems.
* Ability to organise and prioritise workload to achieve deadlines.
* Ability to investigate queries and anomalies when required.
* Co-ordination skills when arranging meetings and appointments and arranging client care when required.
* Commitment to equalities and the promotion of diversity in all aspects of working.