

SOUTHBOROUGH C OF E PRIMARY SCHOOL

JOB DESCRIPTION

JOB TITLE:	Receptionist
GRADE:	Kent Range 4 £18,517 - £19,625 pro rata
HOURS:	40 hours per week, term time only (+5 Inset days) Monday- Friday 8.00am – 4.30pm with half hour lunch
RESPONSIBLE TO:	Headteacher
LINE MANAGER:	School Business Manager
PURPOSE OF THE JOB:	To welcome, meet, greet and assist parents, visitors and pupils. Provide admin support to the Main Office as required. Ensure the main reception area and Main Office is kept clean and tidy.
START DATE:	March 2022

DUTIES AND RESPONSIBILITIES

LEADERSHIP AND MANAGEMENT

- To offer administrative support as required to members of SLT (Senior Leadership Team).

RECEPTION AND TELEPHONE DUTIES

- To meet and greet parents and visitors
- To welcome all visitors, and ensure that all safeguarding measures are adhered to eg safeguarding procedures, signing in/out and fire alarm routines etc.
- Providing a first point of contact for pupils and parents and deal with any queries that arise or refer them to ensure that matters are dealt with effectively.
- To relay messages to staff, pupils and parents as appropriate.
- Welcome and direct supply staff ensuring they are provided with necessary information for their session.
- Ensure the main office and copier area is kept clean and tidy.
- Check and sign for deliveries to the school.
- Prepare any necessary refreshments for visitors and/or meetings as required.
- To provide relief for breaks for other admin staff.
- Receive, check and record any lunch monies handed in and pass on to a member of the kitchen staff.

ADMINISTRATION

- Provide general admin and secretarial support to the Main Office as requested by the School Business Manager.
- Support the day to day and core clerical and administration functions of the school including clerical processes, word processing, IT based tasks requiring knowledge of various IT packages.
- To undertake photocopying, filing and general office duties as necessary.
- To package, post and deliver parcels and letters as necessary.
- To collate information as requested.
- To anticipate, prepare for and provide necessary communication essential to successful organisation of school events eg photos and parent consultations.

- Assist with producing marketing and promotion material for the school
- Editing and updating the school website as requested.
- Using the schools Management Information System.

FIRST AID

- To administer medicines and provide basic first aid treatment to pupils to ensure their welfare at school, recording treatment as necessary.

PERSONNEL AND STAFFING

- To liaise with the School Business Manager, admin and site team.
- To liaise with the Pupil Wellbeing Manager and SLT.

ESTATE MANAGEMENT

- To support the development of family learning/parent meetings/workshops/events and all school facilities for out-of-school use, with particular reference to the local community.
- To contribute towards the management of Health & Safety within the School.

GENERAL

- Ensure equal opportunities for all.
- Contribute to the overall ethos / work /aims of the School.
- Establish constructive relationships and communicate with other agencies / professionals
- Attend and participate in regular meetings as required.
- Participate in training and other learning activities and performance development as required.

This job description is a guide and is not necessarily an exhaustive list and you may be asked to carry out other tasks as directed by the Headteacher/School Business Manager.