

JOB DESCRIPTION

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| Job Title | Receptionist |
| Grade | Scale 3 |
| Reports to | HeadTeachers PA |
| Liaison with | Teaching staff, support staff, pupils, parents, visitors |
| Job Purpose | To provide a professional receptionist service to the School |
| Duties | <p>Reception:</p> <ul style="list-style-type: none"> • To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate. • To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitors' book. • To accept and sign for deliveries as appropriate. • To provide hospitality for visitors to the school. • Calling the on-call teacher to go to requested classrooms. • Calls to parents/carers at the request of teachers. • Trouble shooting problems/issues for parents. • Logging of spare classroom keys used by supply and other teachers. • To monitor the CCTV. <p>Welfare:</p> <ul style="list-style-type: none"> • In the absence of the First Aider, to liaise with parents regarding pupils sickness/injury. • To assist with visits from nurse, dentist etc. • To assist with the general welfare of pupils. • To pass on monies/lunches/messages etc via the monitor to students. <p>Clerical:</p> <ul style="list-style-type: none"> • To undertake typing and word processing as required. • To undertake filing, photocopying and reprographic work as required. • To be responsible for the sorting and distributing of incoming post and the sending of outgoing post, including the purchase of stamps and crediting of the franking machine. • To provide general clerical support as required. • To offer support to teachers for various things including locating teachers, students etc. • Accessing information on the SIMS system for telephone numbers and contact details. • Photocopying and distributing completed forms. |
| General | <ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with |

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| | <p>the School's Equal Opportunities Policy</p> <ul style="list-style-type: none">• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade. |
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