



JOB DESCRIPTION

Job Title: Receptionist

Grade: GR2

1.0 JOB PURPOSE:

- 1.1** To act as receptionist in the school office and provide support to the administration team under the direction of the HR Manager.

2.0 DUTIES AND RESPONSIBILITIES:

- 2.1** Providing reception and switchboard support to the school.
- 2.2** Providing clerical support to the school's administrative function.
- 2.3** Receiving, signing in, via Inventory, and dealing with or directing pupils, parents and other school visitors, including making checks in respect of safeguarding of children and maintaining records accordingly.
- 2.4** Taking telephone calls and delivering messages as appropriate.
- 2.5** Receiving and sorting incoming, outcoming external and internal mail
- 2.6** Recording, stamping/franking and posting outgoing mail.
- 2.7** Provision of a comprehensive, effective and efficient administrative and secretarial support to the school using Microsoft Office and other packages.
- 2.8** Use of SIMS (the School's Management System) computer software with particular reference to dealing with attendance, pupil and staffing matters
- 2.9** Preparation and maintenance of manual and computerised records.
- 2.10** Assisting with the reprographics and the collation and distribution of documentation.
- 2.11** To support the pastoral staff by booking meeting rooms and issuing examination certificates.
- 2.12** To have a responsibility for promoting and safeguarding the welfare of children and young people you are responsible for or come into contact with.
- 2.13** To ensure all tasks are carried out with due regard to health and safety policies.
- 2.14** To undertake appropriate professional development and engage fully with the appraisal process including adhering to the principle of performance management.
- 2.15** To undertake First Aid Training in order to become a First Aider in school.
- 2.16** To adhere to the ethos of the school and
- 2.16.1 To promote the agreed vision and aims of the school.
- 2.16.2 To set an example of personal integrity and professionalism.
- 2.16.3 Attend appropriate staff meetings and parents' evenings.
- 2.16** Any other duties as commensurate within the grade in order to ensure the smooth running of the School.

OBSERVANCE OF THE SCHOOL'S POLICY AND SAFEGUARDING OF CHILDREN PROCEDURES WILL BE REQUIRED

3.0 SUPERVISION RECEIVED:

3.1 Supervising Officer's Job Title: HR Manager

3.2 LEVEL OF SUPERVISION

1. Left to work within established guidelines subject to scrutiny by supervisor

4.0 SUPERVISION GIVEN: (excludes those who are **indirectly** supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

- Use 1, 2 or 3 as in 3.2

I have read the above job description and I agree to its contents.

Signature of Employee Date

Signature of HeadteacherDate