



Woolwich Polytechnic
School for Boys



JOB DESCRIPTION

Post: Receptionist

Purpose of Job

To be responsible to the Office Manager for providing an effective reception service for the school. In particular, support staffs are expected to participate fully in the school's endeavour to improve teaching and learning within the school. To observe confidentially at all times.

Specifically

1. To provide an effective and efficient reception service for visitors, staff and pupils. As first point of contact for the school to always present a positive and helpful image.
2. To receive and welcome visitors to the school. At all times to deal sensitively with pupils, staff and parents.
3. To ensure that all visitors are signed in and out of the building in case of an evacuation.
4. To be responsible for signing in late pupils and entering onto the electronic attendance system.
5. To deal with telephone enquiries, referring to other staff in school as appropriate.
6. To deal with enquiries from a wide range of people (including staff, pupils, parents, visitors and external agencies) by telephone and in person.
7. To be responsible for updating the electronic visitor display system.
8. To be responsible for updating free school meal allocations and to ensure our records are accurate.
9. To be responsible for IPAD and radios returned after patrol duty and to ensure devices are charged.
10. To be responsible for receiving deliveries and liaising with Premises team for distribution.
11. In discharging the duties of the post to have due regard to the provisions of the Health & Safety at Work legislations.
12. In dealing with members of the school's community to be mindful, at all times, of the school's and the Council's Equal Opportunities policies.
13. To be responsible for enquiries and set up requests for the MyChildAtSchool system
14. To undertake other clerical duties as required and which are commensurate with the level of responsibility of the postholder.

15. To be responsible for signing out all boys who leave during the day and entering onto the electronic attendance system, then notifying staff of boys who have signed out.
16. To be responsible for calendar entries to the school website.

In accordance with KCSIE 2025 shortlisted candidates will be subject to an online profile and social media check.

PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

AMC
Feb 26

Person Specification

Receptionist

Qualifications and knowledge	Essential	Desirable
Good standard of education – including GCSEs in English and Maths at grade C/4 or above.	✓	
Educated to degree level or equivalent		✓
Level 3 or higher qualifications.		✓
To be well organised and possess strong time management skills	✓	
Understanding of a secondary school environment	✓	
Skills	Essential	Desirable
Demonstrate effective verbal and written communication skills.	✓	
Strong level of ICT skills	✓	
Able to build and maintain positive relationships with individuals	✓	
Prioritise, plan and organise self	✓	
An interest in educational issues	✓	
A commitment to inclusion	✓	
Positive attitude	✓	
Genuine concern for the welfare of others	✓	
Initiative and self-motivator	✓	
Calm deposition	✓	
Experience	Essential	Desirable
Recent experience relevant to the post, ideally in a school or similar setting.	✓	
Other requirements	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people.	✓	
Commitment to the importance of education for all children.	✓	
Dedication and commitment to the role and the School.	✓	
Personal presence, confidence, patience, sensitivity and maturity of approach.	✓	