



JOB TITLE:	Receptionist
REPORTS TO:	Support Manager
SUPERVISES:	Not Applicable
SALARY:	Band A

JOB PURPOSE

To provide a professional receptionist service to the School and to support the main office with general administration.

KEY CORPORATE ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

PRINCIPAL ACCOUNTABILITIES

- To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate
- To ensure Reception and telephones are covered at all times
- To provide first aid, administer medications for students, ensure stock is replenished and ordered as appropriate, keep an accurate log of first aid incidents and communicate incidents with parents as appropriate
- Arrange and distribute letters for swimming, cycling, road safety and school nurse visits etc
- Communicate with parents using current systems
- To be responsible for the sorting and distributing of incoming post
- To provide general clerical support as required
- Access information on Bromcom and other office systems as appropriate