



GOSFORD HILL SCHOOL

JOB DESCRIPTION

Post Title:	Receptionist
Accountable to:	Headteachers PA
Line Managed by:	Headteachers PA
Start Date:	September 2026
Hours:	37 hrs per week - 40 weeks 8.00am – 16:15pm Mon-Thur (Including a 30 min unpaid lunch break 8:00am – 2:00pm Fri Including a 20 min unpaid lunch break.
Salary:	Grade 6

JOB PURPOSE

To provide a welcoming, efficient and helpful reception service for students, staff and visitors at Gosford Hill School.

OBJECTIVES

To be accountable for:

- Providing an efficient reception service for the school, presenting a professional image of the school to visitors

MAIN DUTIES

- Maintain a welcoming, efficient, helpful, and tidy reception
- Check visitor ID and sign visitors in and out in accordance with Safeguarding Procedures
- Answering the telephone, plus the answerphone, and to act upon telephone messages in the appropriate manner, prioritising when necessary.
- Respond to visitors, staff and students
- Attending to staff and students requiring medical attention; making judgements about appropriate treatment.
- Take responsibility for post incoming and outgoing.
- Obtain First Aid qualification and keep up to date
- Other student and staff support and general reception duties
- Other administrative tasks as required by Line Manager.

Support for the School:

- Where appropriate, attend regular whole school and team meetings
- Undertake appraisal, training and mentoring
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the School.
- To flexibly work with the Line Manager concerning work time arrangements

Health and safety responsibilities:

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

- To be part of and promote a positive and pro-active health and safety culture;
- Undertake necessary health and safety training;



- Ensure you are familiar and comply with the School's health and safety policies and procedures;
- Ensure risk assessments in accordance with School procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services;
- Follow all appropriate safety instructions and use safety equipment provided;
- Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.);
- Support your line manager in the delivery of good health and safety practice and the minimising of risks;
- Ensure you draw to managers attention health and safety problems or deficiencies in the workplace; and
- Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

Last updated: -July 2026

Signed :

Date ;

The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher or other Senior Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed bi-annually and any changes will be subject to consultation