Job Description

Greensand Support Staff Salary
Scale: 3-5
Contract type: Full time, term time only
Reporting to: PA to the Headteacher

Receptionist

Job Purpose

To be the first point of contact for all visitors to Reigate School. To support the Front Office with administrative and secretarial support as required.

Key Accountabilities

- To meet and greet all visitors to Reigate School.
- To answer telephone calls promptly and politely, taking messages, screening calls and ensuring that all messages delivered correctly.
- To field all e-mails coming into the school, answering queries where possible and passing others to the correct members of staff.
- To receive deliveries and sign appropriate documents and to inform the Premises/ Exams Team that they have arrived.
- To keep the school calendar up to date
- Manage the bookings of the meeting rooms.
- Sort the incoming post into pigeon holes and prepare any outgoing post.
- To maintain a discreet and professional relationship with parents and visitors acting accordingly with any sensitive material or information.
- To be adaptable to change and to perform any other reasonable tasks as requested.

Support for the School:

- Comply with policies and procedures relating to Child Protection, Safeguarding, Confidentiality and Data Protection, reporting concerns to an appropriate person.
- Contribute to the overall ethos, work and aims of the school.
- Establish constructive relationships and communicate effectively.

- Recognise own strengths and areas of expertise and use these to advise and support others.

Notes:
Reigate School as part of Greensand Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post.