****

**ALL HALLOWS RC HIGH SCHOOL**

**150 Eccles Old Road, Salford, M6 8AA**

**Tel: 0161 921 1900**

**Part-time Receptionist**

**JOB PURPOSE:**

To ensure an efficient and effective operational support service for staff, students and visitors at All Hallows RC High School.

**MAIN DUTIES AND RESPONSIBILITIES / ACCOUNTABILITIES**

**Reception responsibilities**

1. Offering a warm welcome to visitors ensuring that they are both signed in and out with an appropriate visitor badge and ensuring safeguarding and security procedures are complied with at all times.
2. Answer the telephone, taking and passing on messages for all personnel and liaising with external agencies.
3. To take calls from parents regarding pupil absences and to record lates/absence notifications.
4. To record pupil movement in relation to offsite personal appointments during the school day
5. To make appointments on behalf of staff, parents, pupils and outside agencies.
6. To collect and record monies via computerised systems.
7. Maintain a diary for room bookings, visiting agencies, seclusion and the school mini bus. Ensure meeting rooms are kept tidy and refreshments are made available
8. To be responsible for outgoing mail. As part of a team, be responsible for collating biometric readings from students and staff.
9. Housekeeping of Reception area.

**First Aid Responsibilities**

1. As a First Aider provide first aid to students, recording incidents in the accident book as required
2. As part of a small team, maintain accurate records of first aid incidents and accidents and assist with the monitoring of stock levels and ordering of pupil consumables and first aid equipment.
3. To ensure all medical incidences, including the distribution of tablets, are recorded in the daily medical log.

**General responsibilities**

1. To foster positive and professional working relationships within the department and school
2. To comply with the School’s Health and Safety Policy and associated safe working procedures and guidelines.
3. To comply with the School’s Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
4. To comply with the School’s Data Protection Policy and Code of Practice within the service area of the post.
5. Promote and uphold the Catholic ethos and values of the school and to participate in activities (such as form group prayers and assemblies) that contribute to this Catholic ethos.
6. Other tasks in keeping with this role.

***The post is subject to an Enhanced DBS Disclosure.***

***The details contained within this job description reflect the content of the job at the date it was prepared. However it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time***.