



JOB DESCRIPTION

JOB TITLE:	Receptionist
RESPONSIBLE TO:	Business Manager
SCALE:	Scale CLPT01 Scale Point CLPT01 to CLPT04
JOB PURPOSE:	To undertake a range of reception/administration duties
HOURS:	16.5 hours per week (must be flexible)

JOB RESPONSIBILITIES AND TASKS

- To act as first point of contact for staff, visitors, pupils and parents
- Taking and directing calls
- Ensuring that the reception area is clean and welcoming, organising display boards and keeping it up to date with relevant information
- Ordering office supplies
- To accept deliveries of goods
- To bring to the attention of the Business Manager records of visitors that need to be placed on the Single Central Records
- Signing in visitors and supplying them visitor's badge
- Ensuring that identification is seen and logged
- Interacting with other staff and passing on relevant information
- Maintaining front door security and reporting any suspicious activity
- To deal and liaise with external transport for pupils
- Representing the school with a positive attitude and professional appearance
- To receive exam papers and deal with appropriately
- To provide administrative support to the Business Manager and extended team as required
- To undertake any relevant training
- Values: To uphold the values and behaviours of the organisation.
- Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
- Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.
- The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications.
- To have regard to and comply with safeguarding policy and procedures.

EDUCATION, KNOWLEDGE, SKILLS & ABILITIES

- Competent in a range of IT tools.
- Good written and oral communication skills with the ability to build sound relationships with pupils and staff.
- Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative.
- A methodical approach to tasks, recording and reporting.

QUALIFICATIONS REQUIRED

- GCSE English and Maths Grade 4 or above

SUPERVISORY RESPONSIBILITY

- None

OTHER

- Must be flexible as job may require extra hours