



Kesteven & Grantham Girls' School
Receptionist
JOB DESCRIPTION

JOB TITLE	Receptionist
REPORTS TO	PA to the Headteacher
GRADE	G3.6 to G3.9
1	PURPOSE OF JOB <ul style="list-style-type: none"> To cover the main reception, answering telephone calls, replying to emails and meeting and greeting visitors. To assist the main office team primarily in the provision of clerical and administrative duties and to assist other administrative offices in school in the provision of clerical and administrative duties.
2	MAIN RESPONSIBILITIES, TASKS AND DUTIES <ul style="list-style-type: none"> i General office duties to include telephone, reception, messenger duties, providing administrative support, including filing, word processing and reprographics works and data input. ii Provision of a professional front of house service for staff, students, parents and visitors. iii Stationery stock control for the administrative department to include ordering and checking against orders, liaising with the finance department and ensuring best value for money.
3.	MANAGEMENT OF PEOPLE None SUPERVISION OF PEOPLE None
4.	CREATIVITY AND INNOVATION <ul style="list-style-type: none"> Problem solving for visitors, parents and students.
5.	CONTACTS AND RELATIONSHIPS <ul style="list-style-type: none"> Day to day contacts with parents/guardians, staff and external bodies on a variety of matters not just routine. Direct daily contact with students. Direct daily contact with Headteacher and office staff.
6.	DECISIONS
	Discretion – <ul style="list-style-type: none"> Work is carried out within clearly defined policies and procedures; advice can be sought from line manager.
	Consequences – <ul style="list-style-type: none"> Impact on school administrative processes, which is likely to be easily identified and remedied.
7.	RESOURCES <ul style="list-style-type: none"> To use general office equipment needed to carry out tasks, such as PC.
8.	WORK ENVIRONMENT
	a) Work Demands This role will be subject to many conflicting priorities which may cause significant changes and interruption of day-to-day tasks.
	b) Physical Demands General office work may involve long periods of working at a computer. Occasional bending, lifting, pushing and carrying heavy objects will be required.
	c) Working Conditions Work will be carried out in a well-lit/ventilated office environment.



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	d) Work Context Contact with parents, students, staff and external agencies where discretion, good judgement and professionalism is paramount.
9.	KNOWLEDGE AND SKILLS Essential: Computer literacy including competence in using Word, Excel, Publisher and Power Point Ability to work alone or as part of a team Common sense approach, a can-do attitude and a strong team player Interpersonal skills - being friendly and approachable Good organisational skills, including prioritisation Be able to use initiative and have a flexible approach to the job Desirable: 6 months' relevant experience Knowledge of safeguarding within schools
10	GENERAL
	Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the school.
	Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.
	Equal Opportunities - The postholder is required to carry out the duties in accordance with School Equal Opportunities policies.
	Health and Safety – The postholder is required to carry out the duties in accordance with the School Health and Safety policies and procedures.
All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.	

	NAME	SIGNATURE	DATE
Job description written by: (Manager)			
Job Description agreed by: (Postholder)			