

Blue Coat Church of England Academy



Job Description: School Receptionist

Responsible to: Principal's PA

This job description may be reviewed at the end of the academic year or earlier if necessary. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a Senior Leader to undertake work of a similar level that is not specified in this job description.

Summary of Role

- Under the direction of senior staff, to act as a Receptionist and Administrator in the school reception office, by providing support for a range of office functions.
- To provide a high quality of customer service to all pupils, parents, teachers and visitors to the school.

It is essential to follow the remit and systems of accountability related to the school's commitments and priorities.

General Duties:

- To play a full part in the life of the school community, to support its distinctive aims and Christian ethos and to encourage staff and students to follow this example.
- Promote and safeguard the welfare of the children and young people that you are responsible for or come into contact with.

Detailed responsibilities:

Providing reception and switchboard support to the school including:

- Receiving, signing in and dealing with or directing pupils, parents and other school visitors as appropriate.
- Operating the school's main switchboard, answering routine telephone enquiries, transferring calls or taking and delivering messages as appropriate.
- Monitoring school security cameras.
- Ensuring effective maintenance of the electronic signing-in system.
- Taking receipt of deliveries and arranging distribution of good received. Logging goods in asset management system where required.

Providing clerical support to the school's administrative function including:

- Receiving and sorting incoming mail for delivery to appropriate staff.
- Recording, stamping/franking and posting outgoing mail.
- Photocopying, filing, emailing.
- Maintaining manual and computerised records.
- Undertake typing, word-processing and other IT based tasks.
- Provide academic list to staff members on request.
- Preparation of the school weekly bulletin.
- To update pupil register marks as required including for exams, P.E. lessons, Church Assembly and as validation of paper registers.

- To prepare paper registers for registration packs
- To maintain paper copies of registers and visitor logs to ensure the effective administration of the fire evacuation procedure
- To undertake routine administration including entering purchase orders and processing invoices.
- To provide administrative support for school visits.
- To fulfil the role of a named first aider.
- To update contact lists including telephone extensions and First Aiders.
- To audit and replenish First Aid boxes.

To ensure all tasks are carried out with due regard to Health and Safety.

To undertake appropriate professional development including adhering to the principle of performance management.

To adhere to the Christian ethos of the school.

- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings.

Such other duties as may be commensurate with the grade in order to ensure the smooth running of the school.

Supervision

Left to work within established guidelines subject to scrutiny by supervisor.

Special Conditions

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by the Principal to reflect changes in the job which are commensurate with the salary and job title.
- Given the religious designation of the school, teachers are expected to uphold the school’s Christian ethos at all times.

Safeguarding Children

Blue Coat Church of England Academy is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Disclosure and Barring Service (DBS). If we have any concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Safeguarding Designated Leads.

Print Name:

Signed:

Date:

The person specification shows the abilities and skills you will need to carry out the duties in the job description.

Knowledge, Experience, Skills and Aptitudes

- Ability to communicate clearly and effectively both orally and in writing with parents, children, colleagues and professionals from other public bodies and agencies
- Ability to use a variety of IT packages including Word and Excel to an advanced level.
- Knowledge of school systems and procedures/SIMs systems
- Able to plan, organise and to manage workload effectively whilst remaining flexible and adaptable to rapidly changing requirements and workloads.
- Experience of working within a team and contributing to development of an effective service having a positive approach to problem solving.
- Ability to understand and respect the need for discretion, sensitivity and confidentiality.
- Ability to reflect and take on positive criticism.
- Willing to contribute to the life and development of the Academy.
- Ability to actively promote the school's Equal Opportunities policies.
- Experience in a general administration environment.
- Typing experience.
- Reception work.