



## Receptionist

### Key Purpose

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Collecting and returning pupils from class and pupil sign in and out during the school day
- Contact parents by phone

### Administration

- Ongoing joint management of the whole school 'Office' email account ensuring timely transfer to appropriate other email accounts.
- Provide routine clerical support e.g. photocopying, filing, emailing, complete routine forms, sort and administering incoming and outgoing post
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Undertake routine administration
- Book transport on behalf of staff and maintain records to be checked against invoices
- General maintenance of the school reception area ensuring it is tidy and forms are replenished
- Assisting with arrangements for visits by school nurse, photographer etc.
- Ensuring safeguarding procedures are adhered to for all visitors and contractors
- Maintain supply staff records including updating Google Calendar
- Assist with the maintenance of the weekly SLT diary
- Update the office planner
- Check deliveries against delivery notes and forward invoices to the Finance Assistant
- Maintain control sheets for keys held in school office
- Liaise with morning receptionist to ensure communication and continuity is maintained.

### Range of Decision Making and Guidance

- Make decisions using initiative where appropriate within established working practices and procedures.
- Work under the guidance of the Office Manager, but expected to exercise considerable initiative in performing delegated duties, seeking the necessary advice where appropriate.
- Gather information for the school, on the direction of the Headteacher or SLT from within school and beyond to facilitate the work of the Headteacher and SLT.
- The postholder will be expected to use good common sense and initiative in all matters relating to:
  - the conduct and behaviour of individuals, groups of pupils and whole classes
  - the correct use and care of materials by individual and small groups of pupils
- To interpret guidelines from other staff on the preparation of documents and materials.

- the safety, mobility (if required) and hygiene and well-being of the pupils.

### **Resources**

- Operate office equipment e.g. photocopier, computer
- Arrange orderly and secure storage of supplies
- Ensure office stationery is maintained

### **Responsibilities**

- To maintain the confidential nature of information relating to the school, its pupils, parents and carers.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community
- To be vigilant for signs of neglect of children and to report any suspicions of this nature to the school's Safeguarding Lead.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description. Officers should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed. Bradford is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services. The Council is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.