



JOB DESCRIPTION RECEPTIONIST

Scale Point E (Pts 4-5)	22.5 hours per week / 39 weeks per year 8am-4pm – 30 mins unpaid lunch break
Primary Purpose of the Post <ul style="list-style-type: none">To be the first point of call for visitors, parents, staff and children. As the 'face' of the school, our receptionist needs to be smart and welcoming, personable, helpful and able to represent the school in a professional, respectful and friendly manner at all times, whether dealing with visitors, staff or pupils.	
Individual Responsibilities <ul style="list-style-type: none">Keep the Reception Area clean and tidy, including the front deskMake sure that children are marked in when they arrive late on entry system. Mark children as absent on MIS System from phone calls, email or phone messages. Mark children out as 'leave early' for medical appointments or if parents need to collect due to illness etc on entry system & MIS System.Check that all classes have loaded registration data to MIS System and it is correct. Write the marks back for late arrivals from entry system.Telephone families if a pupil is not in school, and no communication has been made with the school; as per the 'FIRST DAY RESPONSE' GUIDANCE Starting from Year 6 and working down the school.Liaise with Attendance Officer re pupils on attendance watchlist.Distribute School Milk weekly lists to classes and being the point of contact for the Supplier.First point of contact in the office for administering first aid and medicines as necessary, keeping appropriate records, following school medical procedures.Incoming post to be opened and distributed daily. Sort and distribute all packages and deliveries. Advise staff by email if they have a large parcel to collect from the office – pass delivery notes to finance assistant and notify them of any damaged or missing items promptly.Greet visitors and deal with any queries and answer telephone calls into the school in a timely manner. Telephone calls to be answered as a priority – to be aware if others are busy. If busy and need assistance on the front desk, to ring the bell, which is a signal to other members of staff to help and support – shared roleFollow School Safeguarding procedures at all times. Check status of all visitors as required and issue ID badges for visitors. Ensure they are fully aware of our Safeguarding Leaflet and who the Designated Safeguarding Leads are.Be aware of the school's Safeguarding Policy and ensure the safety and security of the reception area i.e. that both doors are locked at all times.	

- Assist with the delivery of snack supplies and sort into class bags with the assistance of the Wraparound Care Manager and Office Staff. Take cold items to fridges.
- Check Snack payment lists fortnightly – send reminders.
- Check Office First Aid stocks and place internal order where necessary.
- Check Trip payments and contact parents of non-payers prior to trip.
- **AT THE BEGINNING OF EACH HALF TERM** check pupils' personal medicines held in the office are still in date, including epi-pens. Send an email reminder out to classes to check epi-pens held in classrooms. Contact the parent/carer if medicines are out of date for new supplies if required. Liaise with Health Plan Administrators by email, if necessary. *Diarise this procedure*
- Assist with preparing the Staff Briefing notes weekly.

Shared Responsibilities

- Check school diary at the beginning of each day to be aware of events/meetings taking place.
- Attend Staff Briefings or read Briefing Notes if unable to attend
- Typing of letters, and other notices as required. Make sure they have been proof-read by Office Manager and send to parents. Upload to website if required. Send out as an email attachment to all staff. Put copy on Pupil File, if required. File hard copy in the 'Correspondence' File. Also, file in correct folder on S:/drive.
- Take confidential minutes for meetings and produce report.
- Operate clear desk policy and lock screen when away from desk.
- To undertake other duties, appropriate to the post that may reasonably be required from time to time

Personal Responsibilities

- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health & Safety guidance and Legislation
- To promote and support the Safeguarding of all children and staff
- To be aware of your own well-being, and ensure you maintain a healthy work-life balance
- To undertake training and professional development as appropriate
- To adhere to the requirements of Delapre Primary School Staff Handbook and all Delapre Primary School policies
- Demonstrate initiative and flexibility when prioritising the smooth running of school life e.g. covering for a colleague, prioritising tasks, working with families etc.

Signed

Print Name Date