



HITCHIN BOYS' SCHOOL
An Academy Trust

RECEPTIONIST (Morning)

Reporting to: PA to Head Teacher

Key responsibilities (this is not an exhaustive list):

- Arrive punctually, be prepared for each school day and maintain regular attendance
- Answer phone calls in a pleasant, informed manner for the purpose of providing information and creating a good image of the School and direct messages to the relevant people
- Greet all incoming students, families and guests respectfully and professionally.
- Provide for children's needs such as attending to those who are sick or hurt; administer medications as prescribed in accordance with training and authorisation
- Complete and send on-line medical forms
- Restock first aid cupboard as required
- Take property and messages to students around the School
- Sort lost property
- Assist students and others with routine problems and refer non-routine items to a supervisor
- Enter information and data on to computer following established procedures and type routine correspondence
- Receive parcels and other deliveries and notify recipients
- Take photocopies and send faxes
- Ensure student files are kept well maintained and up to date
- Understand, accept and abide by the School's philosophy and mission statement in all his/her school activities
- Develop a positive, welcoming and caring atmosphere in the Front Office
- Consistently exhibit high standards of professional conduct
- Effectively perform other duties as assigned by the PA to Head Teacher
- Effective daily handover to afternoon Receptionist

Head Teacher: Mr F Moane
