



## **JOB DESCRIPTION**

### **Receptionist**

**Responsible to:** Head Teacher and Deputy Head Teachers

#### **General Duties and Responsibilities**

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time according to the needs of the school, without changing the level of responsibility associated with the post.

To provide general day to day receptionist, secretarial and administrative support as a member of the school's front office team, as directed and under the supervision of the line manager in the following areas:

#### **General duties and responsibilities:**

- Front desk duties include welcoming and dealing with parents, pupils and other visitors to the school.
- Operation of the telephone switchboard and dealing with messages.
- Collection and dispersal of incoming and outgoing mail and parcel deliveries
- Daily checking of pupil registers, recording and establishing the whereabouts of absent pupils and late arrivals and reporting to the Leadership Team, following up all absences within the required timescales daily, together with any subsequent written communication with parents under the instruction of the Head teacher.
- Preparing and sending communications via ParentMail including updating parent, pupil and staff information.
- Pupil first aid and welfare duties.
- Assisting with the distribution and storage of a wide range of computerised and paper based records, reports and information packages.
- Responsible for the regular maintenance and systematic organisation of the office filing system, retaining documents, correspondence and other records.
- General office duties include safe and secure storage of supplies, typing and word processing for newsletters, educational visits and



- general correspondence from Head Teacher and teaching staff.
- Operation and routine maintenance of reprographic equipment, including arranging for regular servicing and repairs.
  - Management of emails from parents and all other communications from outside the school ensures messages directed to the person responsible.
  - Responsible for whole school diary management including weekly bulletin to staff.
  - Preparing invitees and programmes for school productions and events.
  - Attending appropriate professional training as required.
  - Providing refreshments for visitors.

#### **Financial**

- Assisting with Tucasi dinner money order and payment system.

#### **Other Responsibilities**

- Comply with policies and procedures relating to fraud and irregularities, child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the general data protection regulations. Reporting all concerns to the appropriate person.