



**Together we grow, Together we achieve**

## **Receptionist: Job Description**

### **Line of responsibility**

The Receptionist will be directly responsible to the School Business Manager.

### **Job Purpose**

To provide a professional, welcoming and efficient front-of-house and administrative service for Pippins School. The School Receptionist / Administrative Assistant is the first point of contact for pupils, parents, staff and visitors and plays a key role in ensuring the smooth day-to-day running of the school office.

### **Key Responsibilities**

#### **Reception & Front Office**

- Act as the first point of contact for visitors, parents, pupils and staff.
- Answer and direct telephone calls and respond to emails promptly and professionally.
- Manage the school reception area, ensuring it is welcoming and secure.
- Monitor visitor sign-in procedures and ensure safeguarding protocols are followed.
- Handle general enquiries and provide accurate information about the school.

#### **Administrative Support**

- Provide general administrative support to the Headteacher and teaching staff.
- Maintain accurate pupil records and update school management systems.
- Prepare letters, newsletters, reports and other documentation as required.
- Manage incoming and outgoing post.
- Assist with school communications, including text/email messaging systems.
- Support the organisation of school events, trips and meetings.
- Maintain filing systems (electronic and paper-based).

#### **Attendance & Pupil Administration**

- Record and monitor pupil attendance and follow up on absences.
- Maintain registers and update attendance data.
- Liaise with parents regarding attendance matters.

#### **Finance & General Office Duties**

- Support basic finance administration (e.g., processing payments, recording transactions, issuing receipts).
- Manage stock of office supplies and place orders as required.
- Assist with admissions enquiries and processes.

#### **Safeguarding & Compliance**

- Adhere to safeguarding, health and safety, and data protection policies at all times.
- Ensure confidentiality of sensitive information.

- Promote the welfare and safeguarding of children in line with school policies.

### **General**

- ✓ Participate in meeting, training and school events when required
- ✓ Compliance with all school policies, safeguarding procedures, health & safety, confidentiality and GDPR
- ✓ Contribute to the overall ethos, aims and values of the school
- ✓ Assist / Participate in school emergencies procedures as required

*PLEASE NOTE: This job description is intended as a guide to the general duties and responsibilities of the post, which may vary from time to time in accordance with the needs of the school.*