



## The Harvey Grammar School

### Receptionist

37 hours per week

40 working weeks per year, 45 paid weeks per year

HGS4 – £21,880 (pro rata to £25,353 for a full time position)

### Job Description

#### LINE MANAGER: Office Manager

#### Specific Responsibilities

- Providing Reception service on the front desk and ensuring that the desk is never left unattended.
- Responsibility for ensuring that visitors, telephone callers, staff and pupils are dealt with promptly and in a friendly professional manner following all safeguarding procedures
- Responsible for the school's Enquiries email box. Processing messages received into the office via, phone, email and Bromcom, responding as appropriate and ensuring messages are directed to the correct department
- Ensuring that the School Office, Reception area, Medical Room and lost property areas are kept tidy
- Opening, checking against orders and arranging for distribution of all deliveries promptly
- Responsibility for distribution and collection of post, including examination documentation
- Responsibility for ensuring the signing in/out is maintained for fire purposes and visitors are advised of emergency evacuation procedures. Evacuation of the reception area and cottage in the event of a fire and responsibility during emergency evacuation procedures for visitors
- Shared responsibility of monitoring pupil timekeeping through the Inventory system as they sign in and out of reception, reporting areas of timekeeping concern to pastoral colleagues
- Responsibility for ensuring contractors have sight of the Asbestos Register
- Undertaking First Aid training, maintaining subsequent qualification and offering First Aid to pupils.
- Shared responsibility for completing accident and injury forms as necessary
- Support the administration and organisation of pupil medical information, ensuring records are accurate on Bromcom and other systems.
- Shared responsibility for ensuring parents complete the relevant paperwork for medication
- Shared responsibility for checking, issuing, recording and informing parents of any medication given to pupils
- Issuing and cancelling pupil fobs on the school Inventory system and liaising with Inventory regarding maintenance/support issues
- Shared responsibility for collection, checking, recording of money and issuing receipts as appropriate
- Shared responsibility for monitoring stock and first aid supplies, completing stock records monthly, ordering items as necessary and replenishing first aid boxes around the school termly
- Shared responsibility for office administration duties, as directed by the Office Manager to include updating pupil records, logging pupil appointments, leaver and joiner records, labels, filing, letters, registers, trip administration, laminating and covering for colleagues as necessary
- Member of the Administration Team, attending meetings and training programme on a regular basis, leading training sessions
- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person in order to maintain a safe and secure learning environment for pupils