**Wadham School**

Job Title: School Receptionist- Pay Grade 15

Reporting to: Finance Manager

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| **Key Tasks and Responsibilities** |
| **Main Purpose of Job**  Ensuring the smooth entrance and exit of visitors and that they comply with school safeguarding procedures. The courteous and efficient interface with all people contacting the school. Representing the school in a friendly, confident, professional manner.  **Main Responsibilities and Duties**   * To receive all visitors via the schools automated ‘Inventry’ system. * Administering visitor safeguarding procedures. * Answer all enquiries in the first instance, making appointments when necessary. * Answer all incoming calls, check answer machine regularly and distribute messages. * Making telephone calls when required. * Administer meeting room booking system. * Processing non-confidential and confidential documents e.g. letters, school policies, lists, timetables etc as and when required by other members of staff * Sort and distribute incoming post, placing in pigeon holes * Prepare and take mail for posting at the end of the day * Sort and distribute school emails throughout the working day * Assist with first aid issues referred to Reception or answer emergency first aid calls when required * Any other duties required for the smooth running of the school.   While this gives an indication of the breadth and scope of the role, it is not an exhaustive list of tasks. Through discussion, duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time. |

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| Education and Qualifications | GCSEs or equivalent qualifications at grade 4 (C ) or above, including English Language and Mathematics  Current up to date knowledge of Microsoft Office programmes. | Experience of using SIMS  First aid at work qualification |
| Experience | Good IT skills with a sound knowledge of Word and Excel  Experience of working in an administrative role | Proven clerical and Receptionist experience  Experience of providing support in a busy, sensitive environment |
| Skills and Abilities | Knowledge of and commitment to school policies including Safeguarding, Health & Safety and Equal Opportunities  Self-starter, work on own initiative, strong organisational skills, and good verbal and written communications. Ability to establish priorities and meeting agreed targets and deadlines  The ability to work successfully as part of our dedicated and hardworking team  Ability to build effective working relationships with a wide variety of individuals  An understanding of the importance of confidentiality  A calm, reliable and welcoming approach |  |
| Motivation | Able to support the ethos arising from the school’s Church of England Foundation | Be willing to take part in extra-curricular activities in the support of students |

**PERSON SPECIFICATION**