Job Description	
Department	n/a
Post Title:	**School Receptionist**
Salary Scale/Range	NJC Scale 3 Point 5 -6
Hours	22.5 hours per week
Permanent/Fixed Term	Fixed Term (12 months initially)
Posts Responsible to	Headteacher
Posts Responsible for	n/a

Job Purpose:

- To provide efficient and effective administrative, clerical and financial support for the Headteacher and staff of the school.

Job Activities:

- Act as the front of house and communicate with pupils, staff, parents, governors and visitors in a friendly and welcoming manner, addressing all queries and concerns appropriately.
- Ensure the reception area is welcoming and tidy.
- Ensure good visitor welfare and hospitality including managing refreshment stock and room bookings.
- Provide advice and guidance using excellent communication and interpersonal skills on the phone, by email and in person
- Ensure security and safeguarding protocols, e.g. wearing a name badge, are communicated to and understood by all visitors at the school.
- Ensuring Single Central Record is updated to ensure safeguarding protocols are adhered to.
- Making attendance calls to establish reasons for absence in accordance with our safeguarding duty of care
- Record keeping in relation to medicines in school
- Checking and updating class registers after each registration session (AM and PM)
- To provide clerical support to the Senior Leadership Team and school staff, including word processing, filing, photocopying and telephone duties and manage the school office email.
- Maintain the school communication, including payments and creation and maintenance of Parent's Evenings (ParentMail) and school trips.
- Managing incoming and outgoing post.
- To have responsibility for the school's ordering and stock support systems and procedures including stationary stock, first aid supplies, photocopier paper and be the first point of contact for office equipment repair requests and item returns.
- Attend and participate in relevant meetings and training as required.

Wider Tasks:

•Comply with the Trust's Records Retention Policy, Data Protection Policy and comply with GDPR.

•Understand and follow the Fire, Lockdown and Evacuation Policy in an emergency by following our policies.

•Read and understand other relevant policies, e.g. Safeguarding Policy and Health and Safety Policy, and ensure that their procedures are adhered to.

•Develop effective professional relationships with others.

•Be aware of and support difference and ensure equal opportunities for all stakeholders, accepting the principles underpinning the school's Equality Information and Objectives Policy.

•Contribute to and support the overall work, aims and ethos of the Trust.

•Participate and engage in training and appraisal as required.

•Undertake additional duties as reasonably requested by the Admin Manager and Headteacher.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of School Receptionist are kept up to date including attending any training course relevant to the post to ensure continuing personal and professional development.
- Be a professional role model, and understand and promote the aims and the values of the Trust

Safeguarding and Promoting the Welfare of Children and Young People

- The jobholder is required to adhere to the statutory guidance 'Keeping Children Safe in Education' and follow all of the Trust's policies and procedures in relation to safeguarding at all times.

Data Protection

- The jobholder is expected to comply with the provisions of GDPR and the Data Protection Act 2018, and follow all of the Trust's information governance policies and procedures at all times.
- Any information the jobholder has access to, or is responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person, or Authority without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

- The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
- The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expects all employees to share this commitment.

Health and Safety

- The jobholder has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.
- The jobholder must co-operate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust's health and safety policies and procedures at all times.

Staff Member Name	
Signature	
Date	
Manager Name	
Signature	
Date	

The particular duties assigned to this post are set out above but should not be regarded as exclusive, or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the Trust/School. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the post.