



Hyde High School

Job description: School Receptionist	
Grade: D	
Working pattern: Part time, 20 hours per week (8:00am - 12:00pm), term time only.	
Responsible to	Office Manager
Core Role	To ensure the efficient and effective management of the school's busy main reception, acting as first point of contact for visitors and telephone enquiries using safeguarding principles and procedures at all times. The postholder will also provide general administrative support as required.
Key duties	
To provide a helpful, courteous and welcoming school reception service.	
To receive visitors to school and deal with enquiries in a helpful and professional manner.	
To ensure that staff, pupils and visitors use school systems and protocols when signing in or out and issue relevant visitor passes as required.	
To ensure that the reception area is kept tidy, calm and welcoming to visitors at all times.	
To make and receive telephone calls in a helpful and professional manner, directing enquiries to the appropriate person and ensuring receipt.	
To monitor the admin@ email account and respond or forward as necessary.	
To take and relay messages and provide information as necessary.	
To use school software to issue text messages as directed by staff.	
To deal with all incoming and outgoing mail and to ensure that outward letters are franked and posted daily.	
To contact parents, carers and outside agencies as required.	
To accept deliveries and arrange distribution of content to the relevant departments as necessary.	
To administer and share the appointment diary in conjunction with the pastoral team.	
To support the administration of school events including, but not limited to Parents' Evenings, Open Evening and Key Stage 2-3 Transition.	
To be responsible for the visitor fire register.	
To relay on call requests in a timely manner and ensure response.	
To accompany pupils on visits, trips and out of school activities as required.	
To undertake any other reasonable duties at the request of the Headteacher.	
This job description will be subject to review and may be modified or amended at any time after consultation with the post holder.	
All adults at Hyde High School are expected to:	
<ul style="list-style-type: none">● actively promote the school's positive and inclusive ethos and values;● subscribe to the priorities within the School Improvement Plan;● play a full part in the life of the school community;● comply with and promote the school's corporate policies including, but not restricted to Health and Safety, Child Protection, Safeguarding and Data Protection;● be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.	
Hyde High School is committed to safeguarding and expects all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check.	