



Job Description Receptionist

Job Title:	Receptionist
Department:	Administration
Responsible to:	Head's PA – Line Manager
Salary Grade:	Grade D Point 5 – 6
Contracted Hours/Week:	25
Contracted Weeks/Year:	39 (Term time only)

Main Job Purpose

To provide an efficient and effective receptionist facility to all visitors and callers to the school.
To hold and maintain a relevant first aid qualification and carry out first aid duties on a daily basis.

Main Responsibilities:

- Ensure the effective operation of the reception area for all visitors to the school, giving information and directions to assist them in the purpose of their visit.
- Provide effective assistance for staff and pupils with any queries made at the reception point, by resolving or redirecting queries and giving advice where appropriate.
- Signing students in and out of the school and liaising with Student Support Managers.
- Checking the student information system for student whereabouts to inform Student Support Managers and the Senior Leadership Team.
- Recording 'Late Gate' lists of students arriving after 8:30am.
- Responding to potentially emotive enquiries and interactions.
- Operate the school switchboard and ensure postal sorting and distribution is completed daily, including franking of post.
- Receiving and transferring telephone calls to the necessary department and notifying the relevant department of deliveries requiring collection.
- Responsible for the administration of the school transport provision.
- Maintaining office email account.
- Carrying out First Aid duties and accurate records management following any incidents.

Additional Responsibilities

- To undertake any relevant training and development activities, including induction and annual appraisal
- Attend relevant training as required by the Finance Director

This is not a complete list of tasks that fall within the role and the post holder may be required to carry out other tasks consistent with their grade, skills and abilities.

Post holder _____

Effective date of this
job description _____

Post holder's Signature _____

Finance Director
Signature _____

Date _____

Date _____