

Job Description

Job Title	Receptionist
Reports to	Office Manager
Liaison with	Office Manager, Teaching staff, Support Staff, Students, Parents, Visitors, External Agencies, ECC staff
Purpose of Job	<p>To be part of a team that provides an efficient and friendly service for all the school internal, external customers and stakeholders.</p> <p>To be committed to the safeguarding of students.</p>
Duties	<ul style="list-style-type: none"> • To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate. • To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitors' book. • To accept and sign for deliveries as appropriate. • To provide hospitality for visitors to the school. • Calling the on-call teacher to go to requested classrooms. • Calls to parents/carers at the request of teachers. • Dealing with student enquiries. • To pass on monies/lunches/messages etc via the monitor to students. • To assist with room bookings. • To assist parents and staff with booking parents' appointments. • To send out Behaviour for Learning Intouch messages to parents. • To ensure that students are signed out using the correct process. • To ensure that the admin email account is checked regularly, and emails forwarded to the correct member of staff. • To assist with First Aid when required. • To assist by ensuring that all mid-year admissions forms are completed in line with school procedures. • To assist by entering year 6 admissions onto SIMS. <p>Admin:</p> <ul style="list-style-type: none"> • To undertake typing and word processing as required. • To undertake filing, photocopying and reprographic work as required. • To be responsible for the sorting and distributing of incoming post and the sending of outgoing post, including the purchase of stamps. • To provide general admin support as required. • To offer support to teachers for various things including locating teachers, students etc. • Accessing information on the SIMS system for telephone numbers and contact details. • Upkeep of on-call rota and distributing completed forms. • To oversee the uniform shop. • To undertake all duties relating to student punctuality, attendance and general records.

	<p>Finance:</p> <ul style="list-style-type: none"> • To collect monies as required, including school uniform, trips and photographs. • To oversee the selling of various school items including ties, badges, etc.
General	<ul style="list-style-type: none"> • To undertake any training commensurate with the post. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To support and encourage the school's ethos and values, policies and procedures as agreed by the governing body. • To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace. • Be responsible and to comply with the school's procedures concerning safeguarding and to make sure that training is accessed. • Have due regard for safeguarding and promoting the welfare of students and young people and to follow the child protection and safeguarding procedures and the school's safeguarding policy. • To comply with and actively implement the school's policies regarding Health & Safety, Equal Opportunities, Behaviour Management and GDPR. • To uphold the school's Staff Code of Conduct and policies in of respect Equal Opportunities as well as GDPR. • The Governing Body is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share in this commitment by complying with policies and procedures relating to child protection and safeguarding. Any concerns of a safeguarding nature should be reported to the appropriate person in order to maintain a safe and secure learning environment for all students and staff.
Confidentiality	<ul style="list-style-type: none"> • Some of the work undertaken within the school is of a highly confidential nature. The post holder must at all time maintain confidentiality
Pension	<ul style="list-style-type: none"> • The post holder will be auto-enrolled onto the Pension Scheme, with the option to opt out if requested