

Job Description

Post Title: Reporting to: Disclosure Level: Hours: Salary:	School Receptionist (Part-time) Office Manager Enhanced DBS 25 Hours (TBC) £9641 - £9810 (pro rata) - 38 week contract
Job Purpose:	<p>To organise and supervise the school's Reception. To be responsible for undertaking administrative, organisational processes within the school to assist the overall provision for Visitors, Parents, Carers, Pupils and Stakeholders; to have a flexible approach to all areas of responsibility.</p> <p>Contribute to the safeguarding and promotion of welfare and personal care of children and young people with regard to the Child Protection Policy and Social, Emotional Aspects of Learning. Attend relevant meetings and other after school activities as required. Participate in training and other learning activities and performance development as required.</p>
Tasks:	<ul style="list-style-type: none"> • Undertake reception duties, answering and assisting face to face enquiries • To assist with answering telephone calls and ensuring messages are transferred effectively • To ensure visitors are signed in, are aware of Health & Safety regulations within school and ensuring they are collected from reception by the relevant member of staff. • To ensure external visitors and other professionals identify themselves before entering school and are then signed in appropriately in accordance with set procedures. • Manage manual and computerised record/information systems • Assist with the processing of electronic communication. • Manage "duplicate" correspondence, ensuring all parties receive relevant communications as required. • Undertake typing and word-processing as and when required in relation to visitor information and reception procedures. • Provide personal, administrative and organisational support to the Office Manager.

	<ul style="list-style-type: none"> • Operate relevant equipment ICT packages in particular SIMS and administer pupil data and changes, as requested within the team • Assist with displays in and around reception areas and other general tasks
Responsibilities:	<ul style="list-style-type: none"> • Undertake reception duties, answering and assisting face to face enquiries, ensuring polite, effective and efficient service at all times. • To assist with answering telephone calls and ensuring messages are transferred effectively • To ensure visitors are signed in, are aware of Health & Safety regulations within school and ensuring they are collected from reception by the relevant member of staff. • To ensure external visitors and other professionals identify themselves before entering school • To be aware of and comply with “In House” security procedures for Evacuation or Lockdown. • Undertake the supervision of the Reception Meeting Room in it’s organisation and provision; including the relevance of information on the notice boards. • Manage manual and computerised record/information systems • Assist with the processing of electronic communication using Parentmail • Undertake typing and word-processing as and when required in relation to visitor information, reception procedures • Provide personal, administrative and organisational support to the Office Manager. • Operate relevant equipment ICT packages in particular SIMS and administer pupil data and changes, as requested within the team • Assist with displays in and around reception areas and other general tasks • To be responsible of managing the school mini bus diary and booking system
Experience:	<ul style="list-style-type: none"> • Experience in the operation of pupil information management systems and administrative systems
Qualifications / Training:	<ul style="list-style-type: none"> • NVQ 2/3 or equivalent qualification or experience in relevant discipline • Good numeracy/literacy skills
Knowledge / Skills:	<ul style="list-style-type: none"> • Effective use of ICT and other specialist equipment/resources • Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation • Ability to relate well to children and adults – excellent interpersonal skills • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to self-evaluate learning needs and actively seek learning opportunities



	<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of an improving school which requires flexibility in all of its employees.</p>
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