**Respect Resilience High Expectations**



**Receptionist**

**Main Purpose of Job**

The role of the school Receptionist is to provide a friendly, welcoming and professional Reception service. In addition, the Receptionist will play a key role in administration relating to pupil information as well as providing clerical support to the Headteacher and the Administrative Office

**Main Responsibilities**

1. ORGANISATION

* Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
* Assist with pupil first aid and welfare duties, looking after sick pupils, liaising with parents/staff etc.
* Assisting with arrangements for all visitors to the school.

2. ADMINISTRATION

* Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms, distribution of letters to parents.
* Maintain manual and computerised records/ management information systems
* Undertake typing, word-processing and other IT based tasks
* Sort and distribute mail
* Undertake routine administration e.g. registers. distribution of weekly newsletter
* Ensuring that staff attendance and absence records are up to date and to distribute and collect staff absence forms as required.
* Keeping records of late pupils arrivals and collections.
* Following up with parents/carers on unexplained pupil absences.
* Keeping up to date records on pupils entitled to free school meals (FSM), entering FSM data onto SIMS, following up on queries relating to FSM and ensuring that changes to entitlement are dealt with immediately.
* Provide admin support to headteacher as requested, keeping the school diary.
* Ensuring that Data Protection procedures are adhered to.

3. RESOURCES

* Operate office equipment and ICT packages e.g. photocopier, Word, Excel, Databases, spreadsheets and Internet)
* Arrange orderly and secure storage of supplies
* Undertake routine financial administration e.g. collect dinner money and clubs money.

4. RESPONSIBILITIES

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall ethos, work and aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation
* To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role
* To ensure that the designated member of staff for Child Protection is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

5. SAFEGUARDING

* The post holder will share the school’s commitment to safeguard, and promote the welfare of, the children in our care.
* To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.
* To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role.
* To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

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**Receptionist Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Application form | Interview or Reference | Tasks |
| **Qualifications** |
| 1. NVQ Level 1or equivalent
 | \* |  |  |
| 1. Willingness to participate in development and training opportunities
 | \* | \* |  |
| **Experience** |
| 1. General clerical/administrative work
 | \* | \* | \* |
| 1. Experience of working in a school setting is desirable
 | \* | \* |  |
| **Professional Skills****The successful candidate must show evidence of the ability to:** |
| 1. Use oral and written communication skills to a good standard
 | \* | \* | \* |
| 1. Good understanding and ability to use relevant technology e.g. photocopier, telephone
 | \* | \* |  |
| 1. Be flexible and work using own initiative
 | \* | \* |  |
| 1. Good keyboard/computer skills (Word, Excel)
 | \* | \* | \* |
| 1. An understanding of the school’s equal opportunities policy and how it is implemented
 | \* | \* |  |
| 1. Maintain appropriate professional relationships and boundaries with pupil, parents and outside agencies
 | \* | \* |  |
| 1. Ability to work flexibly and under pressure
 | \* | \* | \* |
| 1. Deal with sensitive information in a confidential manner
 | \* | \* |  |