

**WANDSWORTH BOROUGH COUNCIL**

CHILDREN’S SERVICES DEPARTMENT

GREENMEAD SCHOOL

**Job Description: Receptionist**

**Grade:** Scale 2

**Purpose of the Job**

Be responsible, under the direction or instruction of School Business Manager and the Senior Leadership Team, to provide routine general clerical, administrative or financial support to the school.

**Tasks**

1. ORGANISATION

* Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
* Assisting with arrangements for agency staff and other visitors.
* Assisting with arrangements for meetings, booking and organising rooms, refreshments etc.
* Provide cover for Site Manager and other colleagues in the administration team as required

2. ADMINISTRATION

* Provide routine clerical support e.g. photocopying, filing, emailing, complete routine forms
* Maintain manual and computerised records/ management information systems
* Undertake typing, word-processing and other IT based tasks
* Attend and take notes at EHCP meetings, under the direction of the EHCP lead
* Sort and distribute mail and emails
* Undertake routine administration e.g. registers and school dinner numbers etc.
* Maintain school diaries, including the Headteacher’s diary, making appointments and organizing rooms as appropriate

3. RESOURCES

* Operate office equipment e.g. photocopier, computers, laminators etc.
* Maintain stationery and refreshment stocks and submit orders as required
* Undertake routine financial administration e.g. collect and record dinner money and process petty cash claims

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, values 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 to Safeguard Children 2018 and Keeping Children Safe in Education 2019 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.

This job description may be amended at any time after discussion with you.

**PERSON SPECIFICATION**

1. EXPERIENCE

* General clerical/administrative work in an office environment

2. QUALIFICATIONS

* NVQ Level 1 or equivalent qualification or experience

3. KNOWLEDGE AND SKILLS

* Exceptional interpersonal skills on the telephone and when meeting and greeting parents, staff, children and visitors
* Good understanding and ability to use relevant technology e.g. photocopier
* Good keyboard skills
* Good numeracy/literacy skills
* Experience of Word and Excel desirable
* Participate in development and training opportunities
* Ability to relate well to children and adults
* Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
* An understanding of the schools equal opportunities policy and how it is implemented

Candidates are shortlisted according to these stated criteria. Please list each supporting statement according to the numbers above.