

RECEPTIONIST JOB DESCRIPTION

Teamwork is central to our philosophy and post holders are expected to be prepared to act flexibly in response to the day-to-day needs of our school.

Responsible to:	Finance Manager
Responsible for:	No line management responsibilities
Pay Scale:	Grade 2
Hours:	Monday to Friday, 8:00 am – 4:00 pm, 37.5 hours per week, term time only
Holiday entitlement:	Paid holiday entitlement of 12 statutory days plus 26 days annual leave (deemed to be taken during school holiday periods)

Job Purpose:

To act as school receptionist and to provide general administrative support under the direction of the Finance Manager.

Duties and Responsibilities:

Reception

- To deal with incoming telephone calls, taking accurate messages and passing on calls as appropriate.
- To control the entry of, welcome and direct visitors, including issuing ID badges, keeping register of visitors through the electronic signing in system and ensuring return of badges.
- To escort unwelcome visitors off site, when appropriate.
- To provide hospitality as required.
- To deal with enquiries from staff, parents, students, outside agencies, tradespeople etc., referring on queries where appropriate.
- To maintain a safe and welcoming environment for staff, students and visitors in reception area.
- To relay urgent cover messages to teaching staff as necessary.
- To liaise with supply staff on arrival, issuing timetables and folders.
- To receive and distribute incoming post, and frank outgoing post, including monitoring and topping up the franking machine.
- To be responsible for reception student runners.
- To update staff pigeon holes as required.
- To be responsible for incoming parcels, ensuring that they are delivered, recorded, stored and distributed safely.
- To be responsible for keeping safe confiscated items and mobile telephones.

Administration

- To provide general administrative assistance to the main office, including typing letters, inputting data, collating packs of information and updating records as required.

First aid

- In the absence of the Lead First Aider and nominated First Aider, to provide emergency First Aid to students, including liaison with parents and pastoral staff as necessary.
- To attend regular First Aid training, as required.

General:

- This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying them out.
- To supervise and monitor learners' behaviour and conduct both within and outside lessons as part of the school duty of care, pastoral and welfare support.
- To uphold the school's Safeguarding and Child Protection policies at all times.
- To uphold the school's aims, ethos and values including the Yardleys School Charter.
- To uphold the school's Equal Opportunities policy at all times.
- To perform any other duties commensurate with the role as required by the Headteacher.
- This allocation of duties is subject to regular review.

Job description issued on:

Signature of Headteacher:

Copy received by:

Date: