

Job Title:	School Receptionist
Scale	APT & C, Scale B/C, points 4-13
Responsible to:	Admin Manager
Responsible for:	No Staff responsibility
Car User Status	Occasional

Job Overview
<p>Operating the school's telephone system. To be first port of call to answer telephone calls and face to face enquiries. Deal with all parents and visitors in an appropriate and professional manner.</p>
Duties
<ul style="list-style-type: none"> • To receive visitors at reception, and deal with queries as they arise. • To provide reception and admin cover throughout the business hours of the day • To act as the main person receiving calls on the switchboard, and dealing with calls as appropriate. • Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms • Maintain manual and computerised records/management information systems, including inputting and amending data as and when required. • Undertake typing, word-processing and other IT based tasks • Sort mail ready for distribution to staff • Produce lists/information/data as required e.g. pupils data • Maintain and collate pupil reports • Operate office equipment e.g. photocopier, fax, • Be available to cover reception for Parents' Evenings and meetings when required • 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/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 • Such other responsibilities allocated which are appropriate to the grade of the post

Knowledge and Qualifications			
Essential	<ul style="list-style-type: none"> • NVQ level 2 or equivalent in relevant discipline • Experience of reception work • Good communication and keyboard skills • Flexible approach to work • Ability to work to deadlines • GCSE passes (or equivalent) in English Language, Mathematics and ICT. 	Desirable	<ul style="list-style-type: none"> • Experience of working in a school • Experience of SIMS computerised system • A good knowledge of safeguarding and child protection procedures