

**ARCHIBALD PRIMARY SCHOOL**

**JOB DESCRIPTION**

**Job Title:** Receptionist

**Responsible to:** Senior Administrator

**Salary:** SCP 4 (Range 4-6)

**Duties and Responsibilities:**

* Responsible for the smooth running of the school reception desk; greeting all visitors, parents and students in a friendly and professional manner and assisting with any queries or concerns
* Ensure that all visitors sign in and out and are issued with visitor badges
* Ensure that enquiries made at reception are dealt with promptly and are directed to the appropriate person
* Provide for children’s personal needs such as attending to those who are sick or hurt
* Receive incoming mail and deliveries following established procedures
* Ensure that all post is correctly stamped/franked in time for the daily post collection
* Enter information/data to SIMS and CPOMS
* Undertake routine cash handling duties including receiving and recording cash and issuing receipts
* Assist the attendance officer to monitor attendance and make attendance related phone calls
* Perform general administrative duties such as filing and photocopying of sensitive information
* Effectively perform all other duties as assigned by the Headteacher

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

All adults employed by the academy are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with.

Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Line manager signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_