



JOB DESCRIPTION

Post title: Receptionist
Responsible to: Senior Administration Assistant and Learning Service Manager
Working hours: Two days per week, working term-time plus INSET days
8am until 4pm, with a 30 minute break
Please note that a degree of flexibility will be required around working hours should the need arise for reception cover during the evening, in emergency situations.

Core Responsibilities

1. To support the smooth running of the School by delivering an effective and efficient reception and administration service to students, staff, parents and all associated with the School.
2. To provide administration support as required.
3. To support the oversight of the school site during the lunch time period as part of the Lunchtime Supervision Team.
4. To be responsible for sick and injured students.
5. To contribute to the safeguarding and promotion of the welfare and care of all students.
6. To support the professional development and review process of your role, in your work-related areas, through annual Personal Reviews and a willingness to expand your knowledge and skills by attending relevant professional development.

Receptionist Duties

- Greet all visitors, students, and staff in a professional and courteous manner.
- Manage a busy telephone, answering calls, taking messages, and directing enquiries appropriately.
- Handle incoming and outgoing post and deliveries.
- Provide general administrative support.
- Manage student sign-in/sign-out procedures for late arrivals or early leavers.
- Manage the sign-in/sign-out of visitors, issuing security badges, checking identity and notifying the appropriate members of staff.
- Assist with absence calls to parents and carers.
- Ensure the highest levels of safeguarding and promoting the welfare of our students.

Administration Duties

- Use Microsoft Office to produce/maintain correspondence, documents, presentations, spreadsheets and databases as required.
- Create and maintain office filing systems.
- Use the School's information management system, Arbor, to maintain and update student data.
- Organise and store paperwork, documents and computer-based information.
- Collate and distribute external examination results.
- Attend public examination results days in August on a rota basis.
- Provide general administrative support.
- Attend any internal or external meetings and training deemed necessary.

Name.....

Signature..... Date.....

Lunchtime Supervision Duties

- Work in co-operation with the pastoral and administration team in the supervision of students throughout the lunchtime break, as required by the Learning Services Manager to ensure an effective and efficient supervision service.

Continuing Professional Development

1. Participate in an induction programme which includes safeguarding training.
2. In conjunction with your line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
3. Undertake any necessary professional development as identified in the Whole School and/or Team Improvement Plan taking full advantage of any relevant training and development available.
4. Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.

Other Duties

- 1 To positively promote the good name of the School and actively support its aims.
- 2 To take reasonable care for the health and safety of her/himself and other persons who may be affected by her/his activities and, where appropriate, safeguarding the health and safety of all other persons under her/his control and guidance, in accordance with the provisions of the Health and Safety Legislation and the School's own policies. This will involve liaising with the Health and Safety Officer in areas of emergency such as fire drills.
- 3 To exercise proper care in handling, operating and safeguarding any equipment, systems or appliances provided or issued by the School for the post-holder's individual or shared use in the performance of his/her duties including computer equipment.
- 4 To be involved in the Performance Management/Personal Review procedures of the School either in the role of a reviewee responsible for continually seeking to develop professionally and/or in the role of a reviewer responsible for supporting the work of colleagues as they seek to develop professionally.
- 5 To support the examination process of the School in any way necessary, including invigilation duties.
- 6 To undertake any other tasks which may reasonably be regarded as being within the nature of the duties and responsibilities of the post defined above, subject to the proviso that any significant and permanent changes shall, after satisfactory negotiation by both parties, be incorporated into a revised job description in specific terms.

You are required to preserve the confidentiality of any information regarding staff (in connection with their employment) and students and this obligation shall continue indefinitely. A breach of this requirement will be regarded as misconduct and as such may be grounds for dismissal.

The duties summarised in your job description are indicative and we retain the right to include other reasonable duties which may be reasonably requested commensurate with the post held and duties undertaken.

As you are aware, any post working within a School includes substantial access to young people and all appointments are subject to an enhanced Disclosure and Barring Service check and a satisfactory result being received. All employees (temporary or permanent) are required to inform the School of any subsequent convictions or other matters whilst employed by the School. Failure to do so will result in the disciplinary process being invoked. All employees in posts eligible for an enhanced check are contractually required to undergo a re-check upon request.

Name.....

Signature..... Date.....