School Receptionist - Job Description

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| MANAGE RECEPTION DESK |
| * Be first point of contact for all visitors arriving at the school * Deal with all incoming calls and enquiries to the school office * Respond to messages promptly and accurately, passing on information to relevant staff members as necessary * Ensure all visitors to the school us the correct signing in procedure according to our safeguarding policies. Check identification, documents as necessary and providing them with correct * Ensure all supply teachers are provided the correct documentation o n arrival |
| GENERAL ADMINISTRATION |
| * Update and maintain the school calendar * Update and maintain our information systems to ensure accurate student/parent information is held. This includes inputting all new pupils into our systems. * Manage the school’s office email inbox, ensuring emails are responded to and forwarded to the relevant staff member in a timely manner * Organise and distribute incoming and outgoing post * Carry out filing, printing and photocopying. Maintain the operation of the printers, resolving any issues as they arise * Update completed paperwork from parents * Send all emails/text messages to parents via our Eschools system as directed by the Senior Leadership team, School office or other staff members. |
| ATTENDANCE ADMINISTRATION |
| * Monitor and maintain accurate record of pupil attendance, producing reports as necessary * Monitor and record the late arrival of pupils * Contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed |
| **FIRST AID/MEDICINES** |
| * Administer first aid to anyone who is sent to the school office * Manage and administer any medication that is required to children * Ensure accurate paperwork is held for any medication that is administered * Ensure our first aid cupboard and packs are well stocked all medicine is in date * Prepare all first aid kits/boxes for school trips * Maintain our medical needs list |
| SCHOOL CLUBS |
| * Prepare google forms for all our internal and external clubs according to our school club timetable * Ensure all lists are updated and maintained and parents informed if they are on a waiting list * Contact parents/carers if a child has attended school but not attended the club they are registered for, ensuring all safeguarding procedures are followed |

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| **Experience** |  |
| **Qualifications** | * Equivalent of GCSE A-C in English and Maths **Essential** * Experience of working in an education environment in an administrative or comparable capacity. **Desirable** |
| **Knowledge & Skills** | * Good numeracy and literacy skills, and a demonstrable ability to apply these across a range of detailed work tasks that require accuracy and attention to detail. **Essential** * The ability to confidently use a range of ICT software packages and systems, identifying and utilising those considered to be the most efficient and effective for individual work tasks. **Essential** * Understands and responds to the needs of customers aiming to always give an efficient and effective service **Essential** |
| **Personal Qualities** | * Effective interpersonal skills that can be adapted based on the audience, coupled with an ability to manage difficult conversations and potential conflict. **Essential** * Able to work under pressure to organise and prioritise work to meet deadlines. **Essential** * Able to work flexibly and constructively both as part of a team and under own initiative, contributing to maintaining a positive and enabling environment. **Essential** |