

School Office Receptionist (part-time)

Grade: LBR3 (Pt 5-6)

Hours:

Morning Receptionist 20 hours per week 08:00 – 12:15 Term time only
15 Min Break to be taking during the day

Afternoon Receptionist 25 hours per week 12:00 – 17.15 Term time only
15 Min Break to be taking during the day

Line Manager: **Office Manager**

Principal Responsibilities

- Respond to pedestrian, vehicle gate and front door calls. Ensure all visitors report to reception.
- Greet and receive visitors, ensure inventory is updated correctly and visitor labels issued via Sedeo screen. Assist visitors where necessary. Make visitors aware of the visitor health and safety leaflet.
- Inform relevant Staff members of the visitors arrival
- Arrange visitor tea, coffee and refreshments.
- Ensure visitors are signed out correctly when leaving the site
- Pre book visitors as requested.
- Ensure DBS details are obtained as necessary
- Assist students, parents and visitors with queries.
- Receive pupils signing in late and update SIMS attendance information immediately.
- Ensure pupils leaving school have correct authorisation and sign out, updating SIMS attendance information immediately.
- Answer, screen and forward incoming phone calls to the school office, dealing with queries as appropriate.
- Receive and distribute incoming emails (Admin box) & faxes.
- Receive deliveries and arrange for prompt distribution, working with caretakers as necessary.
- Assist with returns to suppliers.
- Fax orders and distribute as appropriate.
- Manage lost property process.
- Ensure SIMS is updated with early leavers and late arrivals

Additional Duties

- Update pupil information (i.e. contact details – phone email) as directed by KS Administrators.
- To undertake First Aider training and assist with duties where necessary.
- Attend courses and receive training as appropriate.
- Provide essential administrative assistance to admin colleagues.
- Make the Office Manager aware of any concerns or problems as they arise.
- Assist with photocopying, preparing, laminating and collating documents and papers and other general administrative duties associated with a busy School Office that may be reasonably requested.
- Maintain tidy reception area ensuring all faults are reported.
- Assist with the distribution of tickets, information and reports.

- Managing post; receive and distribute incoming post.
- Managing post; prepare packages to be sent, ensure outgoing post is franked and recorded in post book.
- Ensure post is taken to post office.

Morning Receptionist

- Receive and review new Y7 pupil files from previous schools, ensure relevant information is kept and appropriate information is either forwarded to pupil or destroyed.
- Assist the KS4 Administrator with Y11 book returns as required.
- Provide assistance with music queries as required.
- Assist with entering appointments on SIMS.

Afternoon Receptionist

- Ensure photocopiers are stocked with paper and toner.
- Ensure school office stationary cupboard is kept stocked and tidy, placing orders as necessary.
- Ensuring printer toners are correctly stored and recorded.
- Managing school photographs, which includes liaison with Deputy Head, booking photographer, collating and distribution of order forms and photographs.
- Administration of the Sedeo screen including processing of images and fault reporting.

PERSON SPECIFICATION:

- Good standard of general education
- A calm, flexible, totally dependable and committed team person
- A highly competent IT user
- An excellent communicator
- Understanding of statutory requirements and legislation including child protection, equal opportunities and data protection

YOU WILL NEED:

- Integrity and sensitivity
- Ability to prioritise
- Good people skills
- The ability to work quickly and methodically in a busy school environment
- The ability to work under pressure to deadlines
- The ability to communicate effectively with staff, students and parents

This information indicates the wide-ranging nature of the job which demands flexibility and strong organisational and interpersonal skills. The school's administrative team is an integral part of the school and the post will appeal to someone who would enjoy working as part of a busy but friendly team and would take an interest in the life of the school

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS check will be a requirement of the role.