

JOB DESCRIPTION

Post	Receptionist
Responsible to:	Business Support Manager
Working Hours	36 hours per week – 7.45am-4.00pm – term time only + 5 days during school holidays.
Main purpose of the job:	
<ul style="list-style-type: none"> ▪ Under the direction of the Management Team: Undertake general reception duties and work with the Office team in creating a welcoming environment for all visitors and children. ▪ Administer the school dinner money system – Parent Pay. 	
Main Duties:	
<ul style="list-style-type: none"> ▪ To provide efficient administration, working with Management Team to implement the targets of the school ▪ To establish in conjunction with the Management Team the aims and objectives of the School’s administrative services ▪ To administer the pupil meals service offered by the School via Parent Pay ▪ To ensure the Reception is covered at all times ▪ To produce school documents as and when required for the Headteacher and the business manager and ensure all documents are recorded accurately and stored on the office database ▪ To deal with any complaints through proactively assessing the complaint, dealing calmly and professionally and ensuring that all complaints are deal with and immediately passed to a more senior member of staff as appropriate ▪ To ensure that the school is well promoted ensuring notice boards are reflective of the school 	
Organisation:	
<ul style="list-style-type: none"> ▪ Undertake daily routines involved in providing school dinners ▪ Ensure all free school meal entitlements are kept up to date ▪ Chase outstanding dinner monies ▪ In conjunction with School Leader on duty ensure adequate cover for pupils at lunchtime ▪ Undertake reception duties, answering routine telephone and face to face enquires and signing in visitors. Deal with complex reception/visitor matters ▪ Assist with pupil first aid welfare duties, liaising with parents/staff etc ▪ Assisting with arrangements for school trips, events etc 	
Administration:	
<ul style="list-style-type: none"> ▪ Provide routine clerical support e.g. photocopying, filing, faxing, emailing and complete routine forms ▪ To provide resources for classes ▪ Maintain manual and computerised records/management information systems ▪ Produce lists/information/data as required e.g. pupil data ▪ Undertake typing, word-processing and other IT based tasks ▪ Receiving and providing hospitality for visitors and guests ▪ Receiving incoming telephone calls and dealing with enquiries ▪ Making appointments ▪ Attending meetings and taking notes ▪ Open all post and School e-mails, circulating as appropriate and passing Headteacher post to Head’s Personal Assistant ▪ Supporting the collating of reports and school booklets ▪ Word processing correspondence in relation to school activities e.g trips, clubs etc ▪ Word-processing confidential letters, reports and documents ▪ Assist with any other office duties reasonably required by Senior Management Team 	
Resources:	
<ul style="list-style-type: none"> ▪ Operate relevant equipment/ICT packages (e.g. word, excel databases, spreadsheets, Internet) 	

<ul style="list-style-type: none"> ▪ Provide general advice and guidance to staff, pupils and others.
<p>Responsibilities:</p>
<ul style="list-style-type: none"> ▪ Be aware of and comply with policies relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. ▪ Contribute to the overall ethos/work/aims of the school ▪ Participate in training and other performance development as required
<p>Data Protection</p>
<p>During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.</p>
<p>Safeguarding Children</p>
<p>In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "keeping children safe in education" (April 2014) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.</p> <p>You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People' (January 2009) and the schools safeguarding policy. You are required to have satisfactory Enhanced DBS certificate with barred list check. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others.</p> <p>You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.</p>
<p>Freedom of Information</p>
<p>The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.</p>
<p>Other</p>
<p>The above is not an exhaustive list of duties and although this is the current focus area, this may be subject to change in line with current scale. The candidate will be expected to carry out any other duties as relevant to this scale.</p> <p>All posts are subject to an enhanced DBS clearing</p>