



Job title: Office Receptionist

Grade: 2

Job Purpose

1.1 To act as Receptionist in the school office, by providing support for a range of office functions 2.

Key Responsibilities

- 2.1 Providing reception and switchboard support to the school
- 2.2 Providing clerical support to the school's administrative function
- 2.3 Receiving, signing in and dealing with or directing pupils, parents and other school visitors as appropriate
- 2.4 Taking telephone calls and delivering messages as appropriate
- 2.5 Ensuring that attendance registers are completed on SIMS and ensuring appropriate coding for absence.
- 2.6 Receiving and sorting incoming mail for delivery to appropriate staff
- 2.7 Recording, stamping/franking and posting outgoing mail
- 2.8 Occasional routine word processing, as and when required
- 2.9 To support with the administration of school systems such as Parent Pay
- 2.10 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.11 To ensure all tasks are carried out with due regard to Health and Safety
- 2.12 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.13 To adhere to the ethos of the school
 - 2.13.1 To promote the agreed vision and aims of the school
 - 2.13.2 To set an example of personal integrity and professionalism
 - 2.13.3 Attendance at appropriate staff meetings and parents evenings Ambition – Community - Equality



2.14 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

3.1 Supervising Officer's Job Title:

3.2 Level of supervision: 1. Regularly supervised with work checked by supervisor
This post is exempt under the Rehabilitation of Offenders Act 1974 and as such an appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via the Barring and Disclosure Service. This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.