



## **Receptionist (Part time)**

### **Job Description**

#### **Grade: GR2**

#### **1. 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 functions such as Admissions
- 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 the 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 mail
- 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 evening

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

### 3. Supervision Received

3.1 Supervision Officer's Job Title:

3.2 Level of supervision:

1. Regularly supervised with work checked by supervisor

### Person Specification

#### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.		AF/C
<b>Experience</b> Relevant work and other experience		
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<b>*Delete if not applicable</b> *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>	
<b>Training</b>		
<b>Other</b>		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

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Date:

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