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| **THE PARTNERSHIP TRUST** | |
| **JOB DESCRIPTION** | |
| POST TITLE: **RECEPTIONIST** | GRADE: **BANES Grade 3** |
| RESPONSIBLE TO: **OFFICE MANAGER / HEADTEACHER** | |
| DISCLOSURE LEVEL: **ENHANCED** | |
| EMPLOYEE: | |
| DATE: | |

## JOB PURPOSE

##### Under the overall direction of the Headteacher and with day to day supervision from the administrator, to provide clerical, administrative and reception support to the Headteacher and the staff of the school.

## MAIN DUTIES AND RESPONSIBILITIES

According to the requirements of the school, to undertake any of the following duties and responsibilities as directed/requested by the administrator, Headteacher or other member of teaching staff.

1. To liaise with relevant staff from The Partnership Trust to support the efficient and effective work of the school office.
2. To undertake word processing of documents, reports and correspondence, including confidential material for the Headteacher and teaching staff.
3. To undertake a wide range of clerical duties including filing, photocopying, handling the post and other general office administration.
4. To assist, at the discretion of the Headteacher, in undertaking a range of administrative functions such as the collection, recording and balancing of monies, the maintenance of returns, registers and pupil records, the ordering stock and consumables, the arrangement of transport and insurance and liaison with other support staff and teaching staff as appropriate.
5. To liaise with parents of pupils on administrative issues such as arrears in monies to be paid and provide other general information.
6. To assist as required in the receipt, despatch and circulation of post and in the maintenance and monitoring of school diary, appointment and visitor record systems.
7. To provide a reception service, receiving visitors in a courteous and friendly manner and receiving and checking deliveries.
8. To receive telephone enquiries and calls, providing information and taking and passing on messages as appropriate.
9. To assist in ensuring a safe environment within the school giving support to the Headteacher and other staff and reporting Health and Safety issues to the Headteacher or other authorised person.
10. To work under the direction of the Headteacher or other senior leaders to maintain the school website.
11. To undertake other appropriate duties at the request of the Headteacher and/or Administrative Officer and in the absence of the Headteacher.

## QUALIFICATIONS AND EXPERIENCE

## Essential

* Evidence of a good basic education
* Good IT skills, specifically with Microsoft Office
* At least 12 months previous administrative or receptionist experience
* A friendly and courteous manner

**Desirable**

* Previous experience of working in a school preferred.

1. **Physical Effort**

The post holder will not be expected to undertake any physical effort/strain over and above what would normally be incurred in a day to day office environment.

1. **Working Environment**

The post holder will not be exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day to day office environment.

1. **General**

The Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As this postholder will be working in regulated activity, an Enhanced Disclosure and Barring Service (DBS) check will be required prior to commencement of employment. Individuals will be expected to provide details of their disclosure as soon as they receive it or if they are registered with the DBS Update Service to have given their permission for the Trust to access their online record.

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager or Designated Safeguarding Lead.

The postholder will be required to promote, monitor and maintain health, safety and security in the work place to include ensuring that the requirements of the Health & Safety at Work Act and all other mandatory regulations are adhered to.

The postholder will be expected to undertake any appropriate training provided by the School or Multi Academy Trust to assist them in carrying out any of the above duties.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

This job description may be reviewed from time to time and amended after discussion with the postholder. It does not from part of the written particulars of employment of the postholder.