



**JOB TITLE: RECEPTIONIST**

**RESPONSIBLE TO: OFFICE AND COMMUNICATIONS MANAGER**

### **MAIN PURPOSE OF JOB**

To be the first point of contact for all visitors and enquiries received by the College.

### **MAIN DUTIES:**

- Ensure the effective operation of a professional and welcoming reception point for all visitors to the College, giving information and directions to assist them adequately in the purpose of their visit and to record visitors onto and away from the site in line with safeguarding procedures.
- Acting as first point of contact for all visitor, telephone and email communications received by the College, taking messages and identifying and dealing with queries raised by parents/carers and visitors by liaising with other staff as necessary.
- Monitor, respond and distribute, as necessary, communications received in all formats to the Main Office.
- To daily monitor and collate the Primary lunch orders made via ParentMail and distribute to the Primary staff and Catering team.
- To organise and manage the official school photograph programme.
- Distribution of stock items purchased through ParentMail.
- To maintain up-to-date bus lists and issue temporary bus passes.
- To help manage the College student reception and responsible for pupil signing in/out on InVentry.
- To prepare outgoing post and deal with courier deliveries/collections.
- To administer first aid, as required.

### **GENERAL**

- To ensure the health and safety and welfare of pupils, staff and visitors at all times.
- Responsibility for safeguarding and promoting the welfare of pupils.
- Contribute to the efficient operation of the College office by undertaking, as directed, administration duties when not dealing with enquiries.