

Job Description

Job Title:	Receptionist
Salary & Grade:	WHFNJC K
Reports to:	Finance & Operations Lead

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Purpose of the Role

- To provide clerical, word processing and reception support to the Principal and the staff of the school

Key Accountabilities:

- To provide administrative support
- To assist with communication from various stakeholders
- To triage and assist with pupil first aid/welfare duties, liaising with parents & staff

Duties and Responsibilities of the Role:

- First point of contact of the school and front line representative
- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- Undertake typing and word-processing and other IT based tasks including faculty detention letters
- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
- Assist with pupil first aid/welfare duties, liaising with parents/staff etc.
- To receive goods inwards and complete school procedural documentation
- Assists with fire response and emergency liaison
- Attendance Officer support
- Distribute internal mail
- Complete online form for external mail and arrange collection
- Arrange and assist school nurse with all immunisations

- Arrange the annual photography of students and staff
- Collate all certificates for presentation evenings and distribute
- Welcome supply teachers from agencies, explain school system and provide class cover details
- Assist with emergency cover as necessary

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Developed by:		Issue Date:	
Postholder Signature:		Signature Date:	