

**RECEPTIONIST / ADMIN JUNIOR**

**JOB DESCRIPTION**

**Introduction**

A job description is not designed to limit or define tightly the role, but to demonstrate and clarify to the staff the areas of responsibility specifically within its compass.

It is hoped that all members of the trust will find it possible to display a loyalty and attitude to the schools in keeping with the developing ethos and the commitment to improvement, contributing to it by involvement and example.

The School Receptionist is the first point of contact for visitors to the school, parents, staff, and children. As the ‘face’ of the school the receptionist should be welcoming, personable, helpful, and able to represent the school in a professional and friendly manner.

**Key Responsibilities**

* To act as first point of contact for the school: welcoming visitors and responding in a helpful and constructive manner.
* Ensure that signing in procedures and safeguarding policies are strictly followed, making sure all visitors/volunteers/contractors can be identified by wearing clearly visible badges.
* Communicating in person and by telephone with parents/visitors regarding all aspects of school life, receiving and confidently passing on information clearly and accurately.
* Be able to manage a wide variety of enquiries and requests using own initiative and referring more sensitive/confidential matters to appropriate staff.
* Label/Name and distribute any items brought to the reception for pupils by parents throughout the day.
* Delivering any letters/notes of communication to teachers prior to the end of the school day.
* Use of school IT systems.
* Photocopying, including the distribution of completed work.
* General filing, including setting up and/or maintenance of systems.
* To assist with other clerical activities, as directed by the Office Manager, generally contributing to the smooth running of the school office

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Headteachers may require particular additional duties to be undertaken to suit the specific school’s requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the listed duties.

***The school is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to undertake an Enhanced DBS check.***