



JOB DESCRIPTION: Receptionist (part-time)

Salary: Grade H3 SCP 5 (Range 5 - 6) £23,500 - £23,893 per annum plus fringe FTE

Hours: 21.25 hours per week Term time (38 weeks) only plus occasional Inset days.

Responsible to: Assistant Principal

The School Receptionist will be primarily responsible for welcoming visitors safely into the school and supporting staff and students with various responsibilities, detailed below:

Responsibilities:

Visitors

- Greeting visitors to the school and ensuring they sign in, in line with School Policy
- Control of all security gates

Reception

- Answering incoming calls and directing as appropriate
- Taking messages from overnight answer-phone, actioning as necessary and making sure any absences not on absence line are recorded on Arbor.

Administration

- Ensuring Lesson Monitor is kept up to date in accordance with the Inventory System
- Making phone calls for teachers (eg exclusions, parents' evenings)
- Recording on-call detentions and making sure system runs efficiently
- Issuing bus cards, saver cards and temporary bus passes and liaising with County
- Preparation of pigeon holes for new September intake
- Updating internal telephone list
- Sorting incoming post, from both post office and County bag
- Preparation of school outgoing post using franking machine
- Sorting & distribution of incoming communications via the School Admin account and Herts FX account
- Logging and safekeeping of Exam papers on a daily basis until Parcelforce collection
- Weighing and posting out, via Certificate of Posting, coursework during Exam period

First Aid

- School First Aider – administering first aid to both students and staff
- Keeping a record of all sick students and accidents, making calls home

Student related

- Safe-keeping of confiscated mobile phones, jewellery and other items of student property.
- Safe-keeping of lost property and disposal of such after a period of time when not claimed
- Keeping student and archive filing up to date
- Organising Duty Students on a daily basis, producing rota for said Duty Students and providing evaluation after.

General

- Periodic cover in the absence of the job-share colleague
- To adhere to health and safety procedures.
- To undertake any other duties as may be required from time to time as negotiated with the Assistant Principal.