



JOB DESCRIPTION

Job Title: School Receptionist

37.5 hours per week

Purpose of the Job

The purpose of the job of School Receptionist is:

To provide an efficient and professional secretarial and administrative support to the staff of the school.

Main Duties and Responsibilities

- Ensure there is provision of a front-line reception service on behalf of the School. To ensure that all telephone callers and visitors receive a courteous and appropriate response and that, where necessary, messages are taken and referred accordingly.
- Maintain the school office email, responding to parents' queries, external agencies and forwarding as required.
- Updating pupil records using the school MIS (Arbor)
- Sending out school communications to parent/carers using Arbor or ClassDojo.
- To ensure that all visitors, including parents and Governors, receive the appropriate hospitality and follow the school's safeguarding and health and safety policy.
- To support the school attendance system and the Family Support Worker and administer the necessary process of associated "Absent" children.
- Ensure all medicines are stored and administered appropriately and in accordance with the administration or medicines policy.
- Monitoring first aid supplies, keeping supplies topped up.
- Supporting staff with administration of trips, such as booking coaches.
- Deliver first aid to pupils. Recording first aid and administration of medicines with CPOMS
- Help and support some of our younger pupils with intimate care as needed.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to an appropriate person.
- Receive and sign for deliveries and distribute
- Carry out all duties with regard to schools policies and codes of conduct.
- Participate in training and other learning activities as required to participate in appraisal and professional development.
- Set high expectations of conduct, whilst acting as a good role model for others.
- Ensure the output and quality of work is of a high standard and complies with legislation/standards.
- Assist parents, carers and other stakeholders with general enquiries
- Undertake routine administration.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's policies.

1. Additional Duties

- To commit to your own continuing personal development
- Contribute to the overall ethos, vision and aims of the school

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the contact of the job, skills and grade.

The job description is current at the date shown but, following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the grade and job title.



These tasks will require sensitivity and confidentiality to be exercised, together with considerable initiative.

Personal and professional conduct

Staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a staff member's career at Bearbrook.

Staff uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a professional position
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Staff must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.

Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

The duties of this post may vary from time to time, as required by the Headteacher, without changing their general character or the level of responsibility involved.

Overall aim of role:

To provide a friendly, efficient administrative service for the school with a sense of humour.

Line Manager:

TBA

Date:

Form completed by:

Signature of Employee: