

Job Description : School Receptionist

RESPONSIBLE TO: Head Teacher

GRADE: 1 Scale 4 - 11

You will be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. (CRB checks are compulsory)

1. MAIN RESPONSIBILITIES

- 1.1 Secretarial/Administrative: To provide effective and efficient secretarial and clerical services for the school and the Headteacher.
- 1.2 School Meals: To assist with the effective provision of a meal at midday through the operation of efficient clerical assistance.
- 1.3 Medical Arrangements: To carry out clerical work connected with the medical and Health & Safety arrangements in the school.
- 1.4 Miscellaneous: To carry out such other reasonable activities that can be required including, when essential, the tasks normally undertaken by Welfare and Resource Assistants.

2. PROCEDURE/TASKS

2.1 Secretarial/Typing:

- Photocopying
- Answering telephone calls and taking messages
- Filing
- Reception of visitors (Supervising the signing in and out)
- To respond to requests for external telephone lines and numbers from members of staff.
- To receive and send e-mails, text messages and faxes, and forward appropriately.
- To receive and disseminate post and parcels.

2.2 School Meals:

- Recording daily meals, paid and free by overseeing dinner registers
- Receive school meals money.

2.3 Medical Arrangements:

- To undertake minor first aid as and when required
- Aid sick children as and when required

2.4 Miscellaneous:

- To maintain a welcoming environment and appropriate hospitality for visitors.
- General typing
- Dealing with queries from parents/carers
- Undertaking such other tasks as may be reasonably required by the Head teacher or class teacher within the grading level of the post.