

## **Job Description – Receptionist**

**Salary / grade:** GS3

**Hours:** varies, operational between 8am-4.30pm

**Contract type:** part-time, permanent, term time plus one, 40 weeks

**Responsible to:** PA to Principal

**Responsible for:** No subordinates

### **Main purpose**

The key function of the role is to act as the first point of contact for the school, providing routine administrative functions enabling the school to function efficiently, promoting a positive and professional image of the school

### **Duties and responsibilities**

#### **Reception duties**

- Welcome parents and visitors and respond to face to face, telephone and email enquiries in a professional and friendly manner
- Carry out routine office administration.
- Ensure school's security procedures are carried out properly and check visitors have correct DBS clearance
- Update records as required including on SIMS
- Sort and distribute incoming mail and, frank and organize post for outgoing mail

#### **First Aid**

- Be the first point of contact for students who are injured or feeling unwell, liaising with appropriate people including parents/carers, to ensure relevant information is passed on.
- Be responsible for the ordering of First Aid supplies, ensuring first aid boxes are fully stocked and in date
- Be responsible for the administration of all accidents, recording them in the correct manner and notifying the appropriate bodies.

#### **Duties for all**

- Undertake other tasks/duties as directed by the Principal that are commensurate with the responsibilities of a Receptionist.
- To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others
- To have regard and comply with safeguarding policy and procedure as appropriate

**General**

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

Fullbrook will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect changes in the job which are commensurate with the salary and job title.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I agree that I am able to perform the essential job functions as outlined.

**Postholder's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Postholder's name:** \_\_\_\_\_

**Job title: Receptionist**

The table below outlines the essential and desirable criteria, which will be used to select the candidate(s) for this post.

Criteria	Essential	Desirable	Assessment method
Qualifications and knowledge	<ul style="list-style-type: none"> <li>▪ Good standard of education – including GCSEs in English and Maths at grade C+.</li> <li>▪ High level working knowledge of Excel, databases and Word.</li> </ul>	<ul style="list-style-type: none"> <li>▪ First Aid at Work</li> <li>▪ SIMS, CPOMS</li> </ul>	Evidence from application form (A), interview (I) and references (R)
Skills	<ul style="list-style-type: none"> <li>▪ Demonstrate effective verbal and written communication skills.</li> <li>▪ Calm and adaptable with an ability to work within a flexible and busy environment.</li> <li>▪ Ability to encourage learning and motivate young people in their studies by building positive relationships.</li> <li>▪ Good interpersonal skills with the ability to liaise effectively with other staff.</li> <li>▪ Good listening skills to ensure swift understanding of instructions which may be delivered briefly and at speed</li> <li>▪ Attention to detail and accuracy.</li> <li>▪ Ability to work well under pressure.</li> <li>▪ Ability to work proactively in order</li> </ul>		A, I, R

	<p>to support the workload.</p> <ul style="list-style-type: none"> <li>▪ Able to evaluate own developmental needs and seek learning opportunities to address them.</li> <li>▪ Ability to respond flexibly and adapt to changing and challenging circumstances.</li> </ul>		
Experience		Recent experience relevant to the post, eg successful experience of working in a school environment or with young people.	A, I, R
Other requirements	<ul style="list-style-type: none"> <li>▪ Committed to safeguarding and promoting the welfare of children and young people.</li> <li>▪ Commitment to the importance of education for all children.</li> <li>▪ Dedication and commitment to the role and the School.</li> <li>▪ Personal presence, confidence, patience, sensitivity and maturity of approach.</li> </ul>		A, I, R

Training can be provided on specialist areas of the role, including the promotion of safe working practices.