



JOB DESCRIPTION

Finham Park 2

Job Title	Receptionist
Grade	2
Reporting to	PA to the Headteacher

Job Purpose

- To work in Main Reception providing a welcoming and professional front of house service, following safeguarding procedures.
- Undertake administrative duties to support the administration processes appropriate to the post and to support the wider school if required.

Duties and Responsibilities

Main Reception

- To be a point of contact for both telephone and face to face enquiries, taking messages where required.
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and completion of visitor signing in system.
- To provide hospitality for visitors to the school.
- Deal with internal and external telephone calls in an appropriate manner, filtering calls as necessary, taking messages as required.
- Ensure security procedures are followed for all visitors.
- Deal with the distribution of Royal Mail post.
- Receive and accept courier deliveries according to office procedures and assist with checking and distributing to relevant departments.
- Make phone calls to parents, outside agencies and the LA following all office procedures on confidentiality.
- Ensure the tidiness and general appearance of the Reception Office.
- Receive and process incoming and outgoing mail, arranging the collection of parcels.

Administration Support

- To undertake clerical duties as required, such as letters, emails and text messages.
- To assist in the preparation and maintenance of the manual and computerised pupil data records.
- Maintain the staff/visitor System.



- To assist with the monitoring and maintenance of stock and order supplies as necessary.
- To undertake filing and photocopying as required, including the basic maintenance of the photocopier.
- Updating and using Parent communication system and Parent payment system, as necessary.
- To assist in the production of the weekly newsletter
- Support with the OOSHL administration for the school; typing letters, distributing, and collating information, and organising registers for staff.

All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)