

Job Title:	School Receptionist including lunchtime duties
Grade:	2
Location:	Finham Primary School. Green Lane, Coventry CV3 6EJ

Job Purpose

The School Receptionist is the first point of call for visitors to the school, parents, staff and children. As the 'face' of the school the receptionist should be welcoming, personable, helpful and able to represent the School in a professional and friendly manner. In addition it is essential that the person for this role is organised, able to multitask, work flexibly and have a 'can do' approach to work, as no two days are the same.

Duties and Responsibilities

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.

Clerical

- 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 VPass 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.
- To undertake wordprocessing as required ie letters and documents
- Updating and using School Comms communication system and ParentPay payment system, as necessary.
- To assist in the production of the weekly newsletter

- Assist the Office Manager with Admin tasks
- Receive and distribute fruit to classrooms
- Any other duties and responsibility as necessary in the range of the salary grade

Welfare

- To administer medicine to pupils as required, in keeping with the school's policy and
- To liaise with parents regarding pupils' sickness/injury.
- To assist with visits from the school nurse, dentist etc.
- To assist with the general welfare of pupils.

Lunchtime Assistant

- Supervising pupils in the dining room, playground areas and school premises ensuring an acceptable level of order and discipline is maintained.
- Assist pupils when returning used plates, trays, cutlery, glasses/beakers and clearing tables
- Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away
- To assist in the clearance of any spillages and wiping down, clearing or re-setting tables as appropriate.
- Ability to initiate games and activities appropriate to the age of the children
- Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy
- Undertake minor first aid, including treatment and follow up paperwork

Library

- Maintain the school library
- Assisting pupils with new library books
- Replenish library with new books when required

Post Holders will have a commitment to Safeguarding Children, ensuring awareness of the school policy and procedures with regard to Child Protection.

All duties and responsibilities must be carried out with due regard to Finham Park Multi Academy Trust's Health and Safety Policy.

Post Holders will be accountable for carrying out all duties and responsibilities with due regard to Finham Park Multi Academy Trust's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

