



PITTVILLE SCHOOL

Receptionist Job Description

SALARY & APPOINTMENT DETAILS

Grade 3 Pt 4-6

Permanent Term Time 8-4pm

Admission to Local Government Pension Scheme

EXPECTATIONS

(any special requirements i.e. inset days, academic tutoring etc.)

PURPOSE OF JOB

Under the instruction and guidance of the Business Manager to provide general admin support in reception.

MAIN DUTIES AND RESPONSIBILITIES

Main Duties

- Providing a warm welcome to all. Dealing with telephone and face to face enquiries in an efficient and professional manner.
- Ensuring that all messages are dealt with in a timely and accurate fashion and, where relevant, relayed to colleagues promptly.
- Dealing with incoming and outgoing post.
- To maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures i.e. signing in, issuing of identification badges.
- To be responsible for ensuring that the sign in app is kept up to date and new staff are added and leavers removed.
- Providing information and support to other staff members as required.
- Ensure that all information is treated confidentially and to have absolute discretion at all times, complying with the school's data protection procedures.

Responsibilities:

- To be aware of and comply with policies relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Resources:

- To operate the admin software.
- To maintain the sign in software

Experience:

- General clerical / administrative / financial work.
- Good numeracy / literacy skills.
- Effective use of ICT packages.
- Use of relevant equipment / resources.
- Good keyboard skills.
- Knowledge of relevant policies / codes of practice and awareness of relevant legislation.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to identify own training and development needs and cooperate with means to address these.

OTHER DUTIES

1. Any such other reasonable duties as required.
2. To be part of the support staff review process.

This job description sets out the main duties of the post at the date shown below. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed

Dated: November 2021