

BLESSED HUGH FARINGDON CATHOLIC SCHOOL

JOB DESCRIPTION Receptionist

POST HELD

Receptionist

SALARY GRADE OF POST

Grade 3 Points 5-6

REPORTING TO

Office Manager

RESPONSIBLE TO

Headmaster

RESPONSIBLE FOR

Providing an excellent and professional service to all staff, students, parents and visitors to the school. Providing a service to colleagues internally to support their work and to promote the overall image of the school.

DUTIES

- Welcoming, signing in and dealing with all visitors in a professional and efficient manner, ensuring identification is checked, a visitor's badge issued and whoever the visitor is here to see is notified immediately.
- Assisting parents, students, visitors and staff with face-to-face and telephone enquiries.
- Answering telephone calls in a prompt, courteous and professional manner. Transferring calls and taking accurate telephone messages, ensuring the appropriate member of staff is in receipt.
- Liaising with taxi and coach/bus companies to advise of any school closures or early closures.
- Assisting with the maintenance of the School's Management Information system (MIS), including sending messages to parents/carers.
- Assisting the administration team in ensuring that reasons for student absence are obtained and recorded each morning and afternoon.
- Assisting in the processing of lateness and punctuality marks, ensuring these are entered onto the MIS in a timely manner.
- Assisting with general administration and clerical tasks as required.
- Assisting with the booking of the conference room and meeting room.
- Assisting students and parents with enquiries about lost property.
- To train as and be a qualified first aider, administering first aid and medicine to pupils and assessment of pupils sent to medical room followed by appropriate course of action.

- **Other Professional Requirements**

- Establish effective working relationships with a) students, b) parents c) professional colleagues d) External Agencies.
- Set a good example to the pupils through personal presentation, professional conduct.
- Support and carry out policies and practices to promote positive pupil behaviour and support the “Behaviour for Learning” programme.
- Take responsibility for personal professional development, including knowledge of school policies and procedures.
- Ensure compliance with all statutory Health and Safety requirements.
- To undertake other duties as the Headmaster/Office Manager may reasonably direct.

Person Specification/skills

Skills and Abilities

- Good general level of education
- Good communication skills – written and spoken
- Appropriate knowledge and application of first aid
- Competent Microsoft Office skills
- Good understanding and ability to use relevant technology e.g. photocopier, door systems, etc
- Participate in development and training opportunities
- Ability to relate well to children and adults
- Ability to use initiative
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Have the ability to prioritise work, good time management and work well under pressure

The responsibilities outlined above do not form an exhaustive list and may be subject to modification at any time at the reasonable discretion of the Headteacher/Office Manager in consultation with the postholder.

This post is subject to Level 1 Health and Safety Training