

Job Description:

School Office Receptionist

Overview

The School Office Receptionist plays a vital role in ensuring the smooth operation of the school's administrative team.

Key Responsibilities

- Undertake reception duties, including answering and directing telephone calls, responding to emails and handling in-person enquiries politely and efficiently.
- Greeting and signing-in visitors safely and securely, following school procedures.
- Provide pupil first aid and welfare support, with first aid training and other relevant training provided.
- Provide clerical and administrative support to the headteacher and other school staff.
- Use our online school administration system, Arbor, to manage record keeping, such as monitoring attendance registers and overseeing school lunch ordering.
- Operate relevant equipment and ICT packages (Microsoft & Google; proficient use of Word and Excel required).
- Comply with and support the development of policies related to child protection, health and safety, security, confidentiality, and data protection.
- Maintain strict confidentiality and professional conduct at all times.
- Promote and support equality and diversity.
- Contribute to the overall ethos and aims of the school.
- Establish constructive relationships and communicate effectively with pupils, staff, parents and external agencies and professionals.
- Knowing and being prepared to implement the school's emergency and fire evacuation procedures.