**Role Purpose**

To act as the first point of contact for all to the school and maintain security by following safeguarding procedures

**Duties**

* Answering phone and taking messages
* Meet and greet Visitors
* Provide refreshments for visitors
* Signing in of visitors and issuing badges
* Logging student attendance and entering on SIMS
* Ordering lunches and entering on ScoPay
* Filing
* Printing, Photocopying, Laminating, and Scanning
* Sorting and Delivering Post
* Make leaving site phone calls
* Texts and phone calls home
* Ordering of stationery and placing of online orders
* Monitor uniform stock
* Assist with preparing and serving lunch when required
* First aider (training provided)
* Any other admin duties

**General**

All Rowhill staff are expected to:

* Undertake other such reasonable duties as may be required from time to time,
* Work towards and support the School’s vision and the objectives,
* Support and contribute to the School’s responsibility for safeguarding students,
* Work within the School’s health and safety policy to ensure a safe working environment for staff, students and visitors,
* Work within the School’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective,
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents and colleagues,
* Engage actively in the performance review process,
* Adhere to School policies and procedures as set out in the staff handbook or other documentation available to all staff.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.  Given the evolving needs of the School, flexibility among staff is very important. All staff at the School are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.