

PURBROOK PARK SCHOOL - JOB DESCRIPTION
SUPPORT STAFF



**Purbrook Park School – Job Description
Receptionist
Grade B**

Job Title: Receptionist

Responsible to: Administrative Officer

GENERAL DUTIES

1. Carry out all duties as Receptionist at Purbrook Park School.
2. Act as first point of contact for general parent/pupil/visitor enquiries, responding within standard procedures or referring the enquiry to an appropriate destination
3. Contribute to the smooth running of the school's reception, postal, telephones stationery and hospitality facilities.
4. Ensure that the Conference Room facilities are kept clean and are ready for meetings and events.
5. Apply a wide range of standard processes and procedures under supervision.
6. Produce and process routine documentation/ correspondence against a broad framework provided by the Teachers/other members of the support staff
7. Booking rooms for meetings when requested by other members of staff
8. Input and extract staff/pupil information using manual and computer based systems, including medical information
9. Work co-operatively with others towards shared goals
10. Support the induction of new members of the team and contribute to the development of others within the team through sharing knowledge
11. Receive and appropriately deal with incoming electronic communications.
12. Deal quickly and calmly with any emergencies giving accurate information to the emergency services when required.
13. Follow school procedures in the event of a fire/other emergency which requires the school to be evacuated.

PURBROOK PARK SCHOOL - JOB DESCRIPTION SUPPORT STAFF



14. Welcoming visitors to the school and ensuring they are signed in efficiently using the electronic system to ensure the safeguarding of the children in the school
15. Ensure all pupils are signed in and out when arriving late or leaving early

OTHER DUTIES

Carry out any other duties as directed by the Senior Administrative team commensurate with the general level of responsibility of the post.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Paul Foxley
May 2025