



# Receptionist Job Description

## Lanesfield Primary School

### Employment details

Job title:	Receptionist
Job Category(CA25):	Grade 3
Reports to (job title):	Head Teacher / Business Manager
Hours of work:	20 hours per week
Salary:	£17,391 pro rata term time only.

### Main Duties/Responsibilities

#### General

Assist in the administration of a range secretarial tasks such as undertake typing, word-processing and other IT based tasks

Ensure that the use of resources is adequately monitored and controlled.

Undertake the efficient and accurate maintenance of information and data into the pupil's personnel systems, in accordance with the school's procedures: (SIMS) including applying online for FSM applications for new students.

Provide help and advice to staff, pupils, parents and external parties, as required.

Deal with enquiries from suppliers regarding deliveries and payments.

Process incoming mail.

Serve as point of contact for all visitors to school

#### Specific Tasks

Complete the school newsletter on a fortnight basis

Support the finance assistant to administer the school shop, on a day-to-day including stock checks to ensure sufficient levels held.

Assist and support school trip arrangements and advise on travel insurance requirements, including collection, inputting and recording monies received.

#### Other duties

Ensure there are available copies of school policies for staff.

Promptly deal with relevant correspondence and maintain an efficient system for all data.

Undertake agreed tasks on the school duty rota system on a weekly basis.

Participate in any school staff review/performance management processes involving the identifying and meeting of training needs for self and others.

Pursue the achievement and integration of equal opportunities throughout all school activities.

Undertake any other tasks and responsibilities appropriate to the level of this post, as required by the Line manager.

## Person specification

	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>At least five GCSE's, which must include at least a C grade in maths and English.</li> <li>Full DBS certificate with barred list check.</li> </ul>	<ul style="list-style-type: none"> <li>An up-to-date first aid certificate.</li> <li>Evidence of personal commitment to CPD.</li> <li></li> </ul>
<b>Experience</b>	<p>The successful candidate will have experience in the following areas:</p> <ul style="list-style-type: none"> <li>Experience of using computers for office administration.</li> </ul>	<p>The successful candidate may also have experience in the following areas:</p> <ul style="list-style-type: none"> <li>Dealing with a range of different customers and professionals.</li> </ul>
<b>Skills and knowledge</b>	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>Be adept at problem-solving, including being able to identify and resolve issues in a timely manner.</li> <li>Possess strong interpersonal skills.</li> <li>Be able to communicate clearly, both written and orally.</li> <li>Effectively read and interpret information, present numerical data in a resourceful manner, and gather and analyse information.</li> <li>Be organised, accurate and thorough in their work.</li> <li>Be dependable, able to follow instructions and respond to management directions.</li> <li>Have good working ICT knowledge including Microsoft Office.</li> <li>Have a willingness to extend skills through appropriate training.</li> <li>The ability to record and analyse data using different systems.</li> <li>An understanding of the importance of confidentiality and the Data Protection Act 1998.</li> </ul>	<p>The successful candidate may also have the skills to:</p> <ul style="list-style-type: none"> <li>General awareness of software systems.</li> </ul>
<b>Personal attributes</b>	<p>The successful candidate will display the following personality traits:</p> <ul style="list-style-type: none"> <li>A warm, engaging and transparent personality</li> <li>The ability to remain calm</li> <li>A willingness to go the extra mile</li> <li>An ability to quickly adapt to changes</li> <li>Be aware of safeguarding procedures.</li> <li>Be always willing to put the child first.</li> </ul>	

**Prepared by**

<b>Name:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>Title and/or department:</b>					

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and the school would aim to reach agreement on any changes.