

Receptionist

- 1) Job term – Temporary (until end of December 2019), term time only
- 2) Hours per week – 15.5 hours
- 3) Daily working times - 0800-1600 Mon, 1230-1600 Wed & Thurs
- 4) Salary scale – C Grade, FTE £17,224 - 18,794 pro-rata
- 5) Responsible to – Office Manager
- 6) Key duties and responsibilities:
 - Welcome visitors in person or on the telephone; answering or referring enquiries.
 - Operating the school switchboard and directing calls as necessary.
 - Maintain security by following procedures; monitoring logbook; issuing visitor badges.
 - Sort and distribute post and organise outgoing post including delivery to the post office.
 - Check and sign for deliveries before informing the relevant member of staff of their arrival.
 - Provide administrative and general support to members of school staff
 - Maintain a safe and clean reception area by complying with procedures, rules, and regulations.
 - Provide logistical support to meetings held in the Board Room, to include preparation of meeting and conference rooms and assist in arrangements for catering provisions
 - Provide first aid to pupils and staff (in absence of school welfare assistant)
 - Cover other administrative roles within the school from time to time as required to ensure the smooth running of the school
- 7) Desirable Skills:
 - Telephone Skills
 - Verbal Communication
 - Microsoft Office Skills
 - Listening skills
 - Professionalism
 - Customer Focus
 - Organisation
 - Handling Pressure
 - Phone Skills
 - Supply Management