

JOB DESCRIPTION

Job Title: Receptionist

Job No:

Grade: GR2

Division: Education

No of Posts: 1

Section: Non-Teacher / Support Staff

1.0 JOB PURPOSE:

- 1.1 To act as Receptionist in the school office, by providing support for a range of office functions

2.0 DUTIES AND RESPONSIBILITIES:

- 2.1 Providing reception and switchboard support to the school
- 2.2 Providing clerical support to the school's administrative function
- 2.3 Receiving, signing in and dealing with or directing pupils, parents and other school visitors as appropriate
- 2.4 Taking telephone calls and delivering messages as appropriate
- 2.5 Ensuring that attendance registers are collated each morning and afternoon, for use by teaching staff
- 2.6 Receiving and sorting incoming mail for delivery to appropriate staff
- 2.7 Recording, stamping/franking and posting outgoing mail
- 2.8 Occasional routine word processing, as and when required
- 2.9 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.10 To ensure all tasks are carried out with due regard to Health and Safety
- 2.11 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.12 To adhere to the ethos of the school
 - 2.12.1 To promote the agreed vision and aims of the school
 - 2.12.2 To set an example of personal integrity and professionalism
 - 2.12.3 Attendance at appropriate staff meetings and parents evenings
- 2.13 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED:

- 4.1 **Supervising Officer's Job Title:** [TO BE INSERTED]
- 4.2 **LEVEL OF SUPERVISION**
 - 1. ~~Regularly supervised with work checked by supervisor~~
 - 2. Left to work within established guidelines subject to scrutiny by supervisor
 - 3. ~~Plan own work to ensure the meeting of defined objectives~~

4.0 SUPERVISION GIVEN: (excludes those who are **indirectly** supervised ie through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

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- Use 1, 2 or 3 as in 3.2