



St Edmund's Catholic Primary School

JOB DESCRIPTION

Post title:	Receptionist
Reporting to:	Senior Administration Officer
Salary/Grade:	Scale 2 Sp 3
Working Time:	8:30m to 12:30pm (20hours per week) Term Time Only
Responsible For:	No line Management responsibilities

PURPOSE OF THE ROLE

To respect the Catholic Ethos, Vision and Mission of the school.

To work as part of the administrative team supporting the school in achieving its vision and objectives by providing administrative support and reception duties. To contribute to the successful management and day to day efficiency of the school.

Knowledge and Understanding

Demonstrate an understanding of the purpose of primary education and knowledge of priorities and deadlines in schools

An understanding of the responsibilities of senior leaders and teaching staff in schools

Main Duties

All reception duties and front line enquiries from parents, visitors, outside agencies face to face, by phone and electronically.

Compliant with and work within the Financial Procedures policy and the Scheme of Delegation.

Answer the telephone in an efficient and professional manner and record and pass on messages as appropriate.

Answer the intercom CCTV system whilst having a high regard for security.

Greet parents / carers and visitors and deal with their queries in an efficient and professional manner.

Ensure visitors are logged in and are provided with a visitor's badge.

Welcoming and offering hospitality to school visitors.

Opening and distributing school mail.

Filing and photocopying as required.

Managing and maintaining the school electronic diary.

Collecting dinner money, school trip money and sale of school merchandise.



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Keeping track of personal absences/vulnerable children and reporting back to the Senior Administrative Officer within a defined timescale.

Being responsible alongside administrative officers for monies collected in respect of school outings, clubs, residential journeys and pupil photographs and similar activities.

Organising refreshments for meetings as necessary

Communicating with staff, parents and other agencies via email, text and phone.

Receive deliveries.

Maintenance and upkeep of entrance of school to create a good first impression.

Other Duties and Responsibilities

To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy.

Provide effective administrative and secretarial support to the finance/personnel officer and senior admin officers.

Assist the school by promoting and maintaining good relationships with pupils, staff, governors, parents, and external agencies in order to promote the objectives of the school

General correspondence of a routine nature.

Any other duties as directed by the senior admin officers relevant to the post.

Professional Characteristics

Commitment to the wellbeing and progress of all pupils in school

Commitment to excellent inclusive practice.

Trustworthy and reliable

A clear understanding of confidentiality

Willingness to work as part of a team for a common aim and understanding that flexibility is key to successful outcomes

Use of initiative and excellent time management

Organisational Details

To take part in the corporate life of the school, such as attending special events and celebrations.

Participate in the performance management process.



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EQUAL OPPORTUNITIES/ SAFEGUARDING STATEMENT

St Edmund's Catholic Primary School is committed to safeguarding and promoting the welfare of all children and expects all members of staff to share this commitment. All staff must ensure equality of opportunity for all and to oppose strongly any form of discrimination.

PERFORMANCE MEASURES: Performance management assessment will be based on the responsibilities listed above and judgements will be made against these as part of the school's performance management cycle.

The above description was agreed on with the Postholder. It will be reviewed as part of the annual performance process, and may be reviewed and/or amended at any time in agreement with the Postholder.

Signed:
Postholder

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Line Manager