**School Receptionist Job Description**

Responsible to: Data and Communications Manager

**Purpose of the job**

To present a professional and welcoming face to parents and visitors to the school. To provide routine general clerical, administrative and financial support to the school.

**CLERICAL/ADMINISTRATIVE**

* Ensure that the office is not left unattended.
* Receive visitors and callers to the school courteously and sensitively.
* Perform general clerical and administrative duties effectively, efficiently e.g. opening and distributing incoming and outgoing mail, filing and reprographic duties.
* Answer the telephone professionally and promptly within three rings. Ensure all messages are accurately recorded and passed to the appropriate person, within a suitable time frame.
* Assist in receiving and distributing deliveries.
* Liaise as required with governors, teachers and other staff.
* Ensure that visitors who have appointments with the head teacher are offered refreshments.
* Record and monitor pupil attendance data on SIMS. Alert Data and Communications Manager to pupils with attendance concerns.
* Contact parents/carers on first day of pupil absence.
* Identify pupils with 100% attendance termly and at the end of the academic year and prepare certificates for presentation.
* Prepare Friday assembly presentation for Head teacher.
* Prepare and distribute letters and emails.
* Provide routine clerical support, including typing and filing etc.
* Assist with arrangements for visits by the school nurse, photographer etc.
* Organise and provide administrative support for all school visits and residential trips
* Co-ordinate and provide administrative support for clubs.
* Collate and distribute the school newsletter on a weekly basis
* Maintain and Update the school calendar.

**FINANCIAL**

* Collect and record payments to the School Fund e.g. school trips and fundraising etc

**GENERAL**

* Work constructively as part of a team, supporting the role of other school staff.
* Maintain confidentiality with regards to all members of the school community and beyond.
* Provide cover for the office when required.
* Assist with first aid and welfare duties as required.
* In the absence of the Premises Manager, lock the school gates after 9am and unlock the gates before 3pm.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Data and Communications Manager or Head teacher to undertake work of a similar level that is not specified in this job description.

**Job Specification**

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| Qualifications | Minimum GCSE Grade A to C or equivalent in English and Maths.  Excellent ICT skills with a sound knowledge of Word, Excel and Email  Qualified in First Aid. | Essential  Essential  Desirable |
| Knowledge | Working knowledge of office environment and equipment.  Working knowledge of general office practice and procedures.  Working knowledge of SIMS & TUCASI ( School fund) | Essential  Essential  Desirable |
| Experience | Successful record of working in partnership with parents and other agencies.  Experience or working constructively as part of a team. | Essential  Essential |
| Skills and Abilities | Excellent telephone manner and administrative skills.  Excellent communicative skills, with children, parents, staff, governors and visitors to the school.  Highly motivated and proactive.  A high level of diplomacy and confidentiality.  Ability to prioritise and manage workflow, whilst remaining flexible to respond to urgent requests. | Essential  Essential  Essential  Essential  Essential |