

BRACKNELL FOREST COUNCIL

JOB DESCRIPTION

Job Title: Receptionist	Section/Location: School Office
School: Jennett's Park CE Primary School	Grade/Salary Range: BG-J (SCP 3-6)
A2	Working Pattern: Term-Time + 5 additional days 35 Hours per week Monday to Friday 8:30 to 16:00

JOB PURPOSE

Under the direction/instruction of the Office Manager, to provide routine general clerical/administrative support.

To act as a polite, well-mannered link between the staff (teaching and support) and the customer (parents, pupils and visitors), by providing a courteous reception service both face to face and to personal callers.

To operate the school's switchboard.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Responsible to Office Manager

MAIN DUTIES AND RESPONSIBILITIES

- Provide reception/telephonist function, deal with routine enquiries and sign in school visitors, ensuring safeguarding procedures are followed
- Screen incoming telephone calls, where appropriate dealing with queries or referring to the appropriate member of staff
- Deal with visiting parents' queries whenever possible and obtaining information required
- Ensure parents/carers sign to take any pupil out of school for any reason – notify teachers and collect individuals where necessary
- Sign for deliveries and promptly liaise with Site Controller and Finance Manager to ensure correct distribution of goods
- Provide general administrative support e.g., photocopying, filing, e-mailing, and the completion and processing of routine forms.
- Assist with pupil first aid and welfare duties including looking after sick pupils and liaising with parents and staff.
- Assist the Office Manager with the collection of monies.
- Assist the Office Manager with the updates and distribution to the weekly newsletter.
- Undertake word-processing and other ICT based tasks.
- Manage and process Orders in line with Ordering process.
- Assist the Office Manager with standard letters and forms
- Assist the Finance Manager and Teaching Staff with the administration of school Trips & Events.
- Assist the Office Manager to maintain manual and computerised record/information systems, including input and collation of information for SIMS.

- Sort and distribute post.
- Undertake routine administrative tasks e.g., registers/school meals. Assist with pupil absence management.
- Replenish stationery supplies and ensure orderly storage.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality, GDPR and data protection, reporting any concerns to the appropriate person.
- Actively support the school's equal opportunities policies.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.
- Be aware of and take part in the school's performance management framework and participate in training and development activities as required.
- Such other duties as may from time to time be necessary, compatible with the nature of the post.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

No budget or supervisory responsibility.

The postholder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.

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PERSON SPECIFICATION**

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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	<p>Knowledge of implementing a range of administrative/financial procedures, including use of relevant ICT packages and systems.</p> <p>Knowledge and skills equivalent to national qualifications level 2</p>	
Competence Summary (Knowledge, abilities, skills, experience)	<p>Experience of general administrative work in a small team setting.</p> <p>Good understanding of and ability to use relevant equipment e.g., computer, photocopier, fax machine.</p> <p>Knowledge of basic first aid.</p> <p>Able to follow administrative procedures, understand and follow instructions.</p> <p>Able to work with IT based finance systems.</p> <p>Able to relate well to children and adults. Deal sensitively with parent, pupils and colleagues in person and by telephone.</p> <p>Able to prioritise own workload and work to competing deadlines.</p> <p>Able to work on own initiative and constructively as part of team.</p> <p>Good personal communication skills.</p>	<p>Sims Experience</p> <p>Experience of working in a school/learning environment</p> <p>Experience of Reception duties</p>
Work-related Personal Requirements	<p>Have a fun and energetic nature</p> <p>Adaptable and flexible</p> <p>'Can do' approach</p> <p>Sense of humour</p> <p>Committed to equality of opportunity</p> <p>Ability to maintain strict confidentiality of information received and processed as part of the job role</p>	
Other Work Requirements	<p>Participate in training and development opportunities</p> <p>Sympathetic to our Church School ethos and values</p> <p>Suitability to work with children</p>	<p>Able to identify own training needs and actively seek learning opportunities and participate in training and development activities.</p>