

SCHOOL OFFICE RECEPTIONIST Job Description

1. INTRODUCTION

1.1 POST HOLDER:

1.2 Post Title: Receptionist

1.3 Post Purpose: To provide an efficient, welcoming and courteous reception service and

general administrative and clerical support as required

1.3 Salary band B

1.4 Reporting to: Office Manager / Principals PA

2. MAIN DUTIES AND RESPONSIBILITIES

To undertake duties which could include the following for as long as they are required:

- To process telephone calls and ensure appropriate action is taken
- To ensure face to face enquiries from visitors, parents, staff and students are handled with courtesy and professionalism
- To be a trained first aider
- To assist with clerical and administrative tasks
- To distribute incoming mail and frank and record external post

3. OTHER

This job description is not necessarily a comprehensive definition of the post. It will normally be reviewed during the performance management process but it may be subject to modification or amendment at any time after you have been consulted.

4. SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Post Holder's signature	Principal's signature
Signed	Signed
Dated	Dated: