

ELSTON HALL LEARNING TRUST
JOB DESCRIPTION
PHEASEY PARK FARM PRIMARY SCHOOL AND EARLY YEARS CENTRE

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| Job Title: | Receptionist |
| Pay Range: | NJC Grade 2 |
| Responsible for: | School Office /Early Years Centre Office |
| Responsible to: | Headteacher / Manager |

Overall purpose of the role

To be effective in the role of Receptionist, undertaking administrative and reception duties in accordance with the directions given by the Head Teacher/Manager and Local Governing Board.

Professional Responsibilities as a Receptionist

General

- To provide telephone/switchboard, reception and messenger service for Staff and Visitors.
- To welcome all visitors and provide refreshments as necessary.
- To undertake filing and reprographic duties.
- To receive and dispatch mail.
- To receive deliveries ensuring secure access, checking and completion of documentation.
- To liaise with parents on school/centre related matters under direction of senior staff.
- To co-ordinate the provision of General Stock and negotiate best value under the direction of Senior staff.
- To record late arrivals completing the necessary documentation.
- To make calls to parents for pupils who are absent.
- To record Pupil Holiday Leave.
- To maintain records on the MIS system and produce reports and registers as required under the direction of the Senior staff.
- To collate consent forms and chase payments as and when required.
- To undertake other such duties which may reasonably be regarded as within the nature of the duties/responsibilities of the post.

General

- To read, understand and adhere to all school and Trust policies and procedures

- Contribute to the aims, vision and ethos of the Trust.

- Be aware of and adhere to the Trust's and school's policies and procedures in connection with Child Protection and Safeguarding.

- Be aware of and adhere to the Trust's and school's policies and procedures in connection with Health & Safety to ensure compliance with the Health and Safety at Work Act (1974) in all premises and sites controlled by the schools.

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| <ul style="list-style-type: none">• To ensure that all responsibilities under the Data Protection Act 2018 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with. |
| <ul style="list-style-type: none">• Appreciate and support the roles of colleagues and other professionals. |
| <ul style="list-style-type: none">• Liaise with parents and carers as appropriate, in order to foster closer links with parents and the community. |
| <ul style="list-style-type: none">• To participate in school activities and meetings as appropriate, setting a good example in terms of dress, punctuality and attendance. |
| <ul style="list-style-type: none">• To undertake their duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach. |
| <ul style="list-style-type: none">• Dress in a professional and appropriate manner, that will further support the school's policy on uniform |