

## RECEPTIONIST General Duties and Responsibilities

Hours: 7.45am – 3.45pm Wednesday, Thursday, Friday 22.5 hours per week term time only

### Duties will include:

- Undertake reception duties, answer general telephone calls, redirect calls, pass on messages to others as required and deal face to face with visitors and general enquiries
- Liaising with staff and outside agencies relating to appointments
- Maintain computerised records
- Undertake general administrative procedures
- Operate two-way radio
- Supervise the daily student runner and direct their activities as required throughout the day
- Manage the room bookings for Conference and Meeting Room calendars
- Understand that keeping children safe is paramount in our school and that all employees must take responsibility for ensuring that any safeguarding concerns are quickly reported to the appropriate person.
- Undertake all safeguarding training required by the school.

### You will need:

- Good keyboard/computer skills together with knowledge and understanding of IT packages (e.g. word, email, excel, databases (SIMS preferably) and the Internet)
- Highly developed organisational skills
- Flexible and adaptable approach to young people
- Good communication skills: oral, written and IT
- Ability to show initiative, thoroughness and be able to work to deadlines
- Professional appearance/manner
- Able to demonstrate sensitivity and tact
- Able to maintain confidentiality at all times