



Post	Student Receptionist
Pay Range	Grade D (£18426 - £19171) Full Time Equivalent
Contract type	Permanent – term time only (44.49 paid weeks)
Working Hours	To be discussed. Minimum 25 hours per week but up to 35 for right candidate
Reports to	Student Administrator

Job Description

Job Purpose

To provide support within the reception function of the school

Areas of Responsibility and key tasks

- To provide a reception service for parents, pupils and staff including sending out letters
- Ensuring all visitors are issued with correct visitor passes
- Answer incoming telephone calls, redirecting or taking messages as necessary
- To locate pupils as necessary e.g. for immunisations
- To administer first aid and complete the accident book/accident forms, to call an ambulance if required, to attend to students who are unwell and telephone their parents as necessary
- To assist with fire and emergency procedures
- To manage lost property and confiscated items
- Typing correspondence and documents as directed
- Basic data input using SIMS
- Use schoolcomms to contact parents
- To assist with filing, photocopying and scanning of documents
- To deal with outgoing post and distribute incoming mail
- To assist with break and lunch time supervision of pupils if required

As a Catholic school we promote our Christian Spirituality and ask employees to be in sympathy with our values.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.