



Job Description

Post title: Part Time Receptionist/Typist

Salary: Scale 3

Working hours: 25 hours per week, permanent, term time only

Reporting to: Office Lead

Responsible for: Front of house

Purpose of the post: To provide a positive and welcome reception, both by telephone and in person, ensuring that visitors and callers of all kinds are greeted warmly and dealt with efficiently. In addition, to support the administrative team in word processing and other office duties.

Main duties:

1. To carry out the duties of a receptionist, dealing with enquiries both in person and by telephone, from a wide range of people including students, parents, staff, members of the public, governors, social services, police, child protection officers, the local authority and any other outside agencies;
2. To operate the telephone switchboard, taking accurate and informative messages for members of the whole school staff and ensuring that confidentiality is maintained;
3. To filter phone calls as appropriate, calling members of staff to check they are available to talk before connecting external calls;
4. To ensure that any confidential information regarding students is passed on accurately and that appropriate checks have been made beforehand;
5. To ensure that all visitors to the school register with our electronic signing in system and are issued an ID sticker;
6. To greet and monitor visitors entering the site via the reception gate or vehicle gate, ensuring that the appropriate person is contacted promptly when a visitor arrives;
7. To alert the DSL / senior staff if police or children's social services staff arrive on site without prior appointment;
8. To alert senior staff if concerned about any visitor who enters reception. To call lockdown by tannoy in the event of a serious emergency in reception;
9. To ensure that students who are leaving for appointments in school time are given an authorised absence pass that allows them to be out of school, checking their authorisation note before doing so, contacting the on call person or SLT if there is any doubt about the validity of the authorisation;
10. To ensure that staff sign out electronically when leaving the school site;

11. To produce correspondence, documents and reports from handwritten documents to agreed deadlines;
12. To provide administrative and support services as directed by the Office Lead and carry out any other duties which may occur within the administration of the school establishment;
13. To keep the reception area tidy and welcoming;
14. To maintain up to date information on the office display screen;
15. To alert appropriate staff when leaflets / posters in reception need updating or replenishing, ensuring that the level of consumables and school proformas stored in reception are maintained;
16. To support the student receptionists in their role;
17. To support lettings and ensure all safeguarding measures are met;
18. A willingness to operate the CCTV upon request;
19. To administer First Aid as required and support with the administration of prescribed medication where required and in accordance with school policy and guidelines;
20. To promote the Teaching School and Federation;
21. To undertake training and professional development as appropriate and take an active part in identifying needs and sourcing training;
22. Commensurate with the level of the post holder and under the direction of the Office Lead or a member of the SLT, to undertake such other tasks that may be required to further the efficiency of the school;
23. To ensure that all duties are performed in accordance with the school's policies and guidelines;
24. To promote safeguarding of children;
25. To perform all duties in accordance with the school's Equal Opportunities policy.

This job description is only a summary and cannot encompass every task. All employees are expected to undertake other responsibilities as directed by their line manager.

POST HOLDER DECLARATION

Name:	
Signed:	
Date:	



Person Specification

E = Essential D = desirable

Qualifications and Training	
1. Qualification in the field of administration	D
2. Level 2 qualification in English and Mathematics	E
3. First Aid training or the willingness to undertake training in this area	E
4. Safeguarding and Child Protection Training or the willingness to undertake training in this area	E
Knowledge and Experience	
1. Experience of working in a school setting	D
2. Experience of working in an office environment	D
3. Good working knowledge of a range of software packages including SIMs, Microsoft and Google packages	E
4. Good ICT skills	E
Personal Skills and Qualities	
1. Excellent written and verbal communication skills	E
2. Ability to work to deadlines and prioritise effectively	E
3. Ability to work with a wide range of people	E
4. Ability to operate a telephone switchboard	E
5. Ability to present a friendly and welcoming face whatever the pressures	E
6. Ability to word process documents speedily and accurately	E
7. Ability to work on your own initiative and as part of a team	E
8. Ability to use your initiative to solve problems	E
9. Willingness to work flexible hours when required	D
10. An excellent record of attendance and punctuality	E
11. Understanding and commitment to the aims and objectives of the Islington Futures Federation, the Teaching School and School	E
12. Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E