

# **Britannia Education Trust**

## **Job Description Receptionist/Clerical Assistant Scale 2**

Person Reports To: Trust Business Manager

Person Supervises: No supervisory responsibility

Purpose of Job: To provide reception/clerical support to the main school office

### **Duties & Responsibilities**

1. To carry out receptionist duties, admitting and welcoming visitors and parents into the school and dealing with routine enquiries. Maintaining confidentiality and professional manner at all times.
2. Follow and implement all school safeguarding policies, including visitor registration procedures
3. Maintain a tidy reception/office area. Ensure that documents are replenished and kept up to date
4. To take responsibility for answering the school telephone, providing a courteous and efficient response to callers receiving and giving messages on behalf of other members of staff
5. To keep a register of children collected late and children going out of school during the day
6. To supervise children waiting to be collected at the end of each school day
7. To assist with photocopying and collate, distribute a variety of resources, reports, letters and newsletters. To be responsible for photocopiers i.e. report faults, change inks
8. General filing as required
9. Facilitate meetings: prepare rooms, hospitality and documents/papers for meetings ie Governor
10. Sort and distribute post/deliveries
11. Maintain tidy stationery cupboards, stationery stock check, uniform, order supplies as required.
12. General tidying of school resources left in free areas ie returning resources from corridors, staffroom
13. Update parent notice boards, waiting areas
14. Training as required i.e. Sims, Class Dojo
15. Such other duties within the competence of the post-holder which may reasonably be required from time to time

