



Trinity School and College

## School Receptionist Job Description

**Post Title:** Receptionist / Admin Assistant

**Post Purpose:** To provide receptionist duties along with admin support maintaining agreed standards of accuracy, timeliness and confidentiality of all work.

**Reporting to:** Executive PA/HR Manager

**Disclosure level:** Enhanced

### Summary of main duties/tasks of post

- Provide an efficient and professional reception service – greeting visitors, staff and pupils and ensure they sign in/out in accordance with school procedures and safeguarding processes.
- Manage appropriately and professionally all enquiries from school visitors which may include contractors, visiting professionals, parents and carers
- Student admissions, sending welcome pack, uniform list, updating SchoolBase and setting up student files.
- To answer all incoming calls in a speedy, confident and friendly manner; greet visitors when required and ensure they are signed in and introduced to right person as quickly as possible.
- Student registration on SchoolBase, daily attendance report to SLT and other appropriate staff. Liaising with Safeguarding on pupil absences. Daily welfare calls attendance and updates.
- Open and date stamp all post and ensure it is distributed correctly or scanned and emailed where appropriate. Ensure that all outgoing post is prepared and despatched accurately and on the same day as production.
- To ensure that all letters, emails and other documents are prepared in a timely and accurate manner as soon as is possible following request.
- Emails sent to “info” to be distributed to the relevant staff member/s in a timely manner
- To maintain all filing systems in an accurate and tidy fashion with all documents being actioned by the day following creation/receipt at the latest
- Ordering goods for staff following authorisation of SLT member. Update inventories upon receipt of goods. Ensure accurate inventories are maintained for security of equipment/assets.
- School uniform ordering and distribution.
- Maintain and monitor staff signing in sheets.
- Helping in the organisation of various events to include parents’ evenings, open day, awards ceremony and assisting with refreshment where required
- Taxis – ensuring student taxi lists are maintained and contact numbers available for all taxi companies.
- Tracking of paper work from outside schools for new starters.
- To undertake all general administrative tasks as and when required under the line management of the office manager and to ensure the smooth and efficient running of the reception area.
- Ensure the reception area is kept tidy and clutter free and notice boards are regularly updated, therefore always portraying a welcoming and professional first port of call to the school for visitors
- To undertake First Aid responsibilities and ensure that all records are maintained accurately following policy and procedures.
- Work with apprenticeships and young learners on work experience in order to support learning and social development.
- To undertake typing of minutes and take notes at meetings if required.



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### **Staffing**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in any relevant areas.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To attend support and whole staff meetings as required.

### **Quality Assurance**

- To help to implement school quality procedures and to adhere to those.

### **Communications and Liaison**

- To communicate effectively with the parents of pupils as appropriate.
- To communicate effectively with colleagues as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as reviews, Open Day etc

### **Management of Resources**

- To contribute to the process of ordering and allocation of equipment and materials, where appropriate.
- To assist the Senior Leadership Team to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the pupils.

### **School Ethos**

- To play a full part in the life of the Trinity community, to support its mission and ethos and to encourage staff and pupils to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.

### **General Duties**

- To undertake the professional duties of Receptionist.
- To work in accordance with the school's agreed policies and procedures as contained in the school handbook.
- To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school's Equal Opportunities Policy.
- To undertake your personal Health and Safety responsibilities within the Health and Safety Staff Handbook.
- To undertake any other duties that are reasonably assigned to you commensurate with the level of the post.

**The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.**



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### Arrangements for appraisal of performance

The role of the School Receptionist will be monitored through the school's performance management programme.

### Supervision

To engage with the formal process of supervision within the school in which the workload and performance of the School Receptionist is constructively analysed and reviewed each term.

### Child Protection

- To make yourself aware of all policies and ensure that you abide by Trinity School's Child Protection and Safeguarding Policies which contain the names and points of contact for all relevant agencies.
- To participate in all Child Protection and Safeguarding training required by the school.
- To immediately report any incidents of a Child Protection/Safeguarding concern to the school's Designated Safeguarding Leads or the Directors.
- Failure by a member of staff to report actual or suspected physical, sexual or emotional abuse or neglect of a student is a disciplinary offence

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**Signed**

**JOB HOLDER**

**Printed Full Name**

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**Dated**

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**Signed**



Executive PA  
HR Manager

**Printed Full Name**

Lesley Cook

**Dated**

30<sup>th</sup> June 2022

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