

Reception Supervisor

Job Brief

Hours of work

37 hours per week, 195 working days per year (term time plus 5 INSET days)

8.30am to 4.30pm Monday to Thursday

8.00am to 4pm Friday

The above times include a 30 minute unpaid lunch break

Purpose

To be responsible for running the reception with an efficient, professional approach and ability to set up processes and systems, you'll keep the cogs of the school turning. Under the guidance of senior staff: be responsible for undertaking administrative processes within the school to provide an efficient support service

Responsibilities

- To work as part of a team providing a high level of administrative and clerical support to the school
- The day-to-day running of the school office and being the first point of contact for the school
- Provide assistance to staff and students with any queries made at the reception area by resolving or redirecting queries and giving advice where appropriate
- Undertake routine typing, word-processing and complex IT based tasks
- Carry out filing, printing and photocopying
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Dealing with all communications, welcoming visitors, handling enquiries and ensuring our school website is kept up-to-date and relevant in line with the school's code of conduct and values
- Being responsible for the computerised pupil information systems
- Maintaining information on other school information systems
- To receive telephone calls, deal with enquiries direct or redirect to the appropriate member of the school's staff, taking messages and arranging appointments and ensuring messages are passed to staff in a timely manner
- To greet visitors to the school in line with the schools safeguarding procedures including signing visitors in, checking identification, issuing visitor passes and notifying them of the safeguarding and safety procedures
- Handle and Goods Receipt all deliveries into the school
- To liaise with the Estate team and school staff to ensure prompt movement of deliveries to the school

- To assist with raising Purchase Orders as and when required
- To be responsible for processing incoming and outgoing mail
- Oversee the internal booking system (School minibus, Meeting Rooms etc.) ensuring facilities such as these are prepared/booked in advance

