

# **Britannia Education Trust**

## **Job Description Receptionist/Clerical Assistant Scale 3**

Person Reports To: Trust Business Manager

Person Supervises: No supervisory responsibility

Purpose of Job: To provide reception/clerical support to the main school office at  
Britannia Village and Royal Wharf Primary Schools

### **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 a 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 use our signing in and out Inventory system to monitor children who arrive late and who leave 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 and distribute a variety of resources, reports, letters and newsletters. To be responsible for photocopiers i.e. report faults, changing inks.
8. General filing as required.
9. Facilitate meetings: prepare rooms, hospitality and documents/papers for meetings
10. Sort and distribute post/deliveries.
11. Maintain tidy stationery cupboards, carry out stationery stock checks, manage the sale of school uniform, ordering 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. Bromcom, Class Dojo, Inventory and the postholder will be expected to hold a current First Aid Certificate (or be willing to complete the necessary training to qualify).
15. Such other duties within the competence of the post-holder which may reasonably be required from time to time.