

**Bracknell Forest Council
Garth Hill College**

JOB DESCRIPTION

Department: EDUCATION	Section:
Post Number:	Location: Garth Hill College
Job Title: RECEPTIONIST 24 HOURS PER WEEK WEDNESDAY – FRIDAY (08h00-17h00)	Grade/Salary Range: BGJ 4-6

JOB PURPOSE

Job Purpose:

- To be responsible for the smooth running of the College's main reception area, dealing with parents and visitors efficiently and courteously.
- To provide effective administration support

MAIN DUTIES AND RESPONSIBILITIES

Duties and responsibilities:

- To act as the first point of contact for the school: welcoming visitors and responding to telephone and email enquiries in a helpful and constructive manner and ensuring that appropriate actions are taken in a timely manner.
- To ensure the safety and security of the school at all times, making sure that entry to the premises is controlled and ensuring that all visitors sign in on arrival.
- To follow all safeguarding procedures.
- To be responsible for booking the meeting room.
- To distribute incoming post to the staff pigeon holes.
- To ensure that the reception area is kept smart and tidy and that notice boards are kept up-to date.
- To use SIMS for checking pupil information.
- To undertake any other administration work as requested
- To maintain appropriate standards of professional appearance and conduct.
- To comply with College policies and to maintain the total need for confidentiality and data protection.

Other shared duties:

- To undertake any other tasks as required by the Administration Manager

OTHER SHARED RESPONSIBILITIES

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

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

Date:

Signature: