JOB DESCRIPTION
Receptionist

Term Time plus 1 week
Monday – Thursday 8.15 to 4.15 (45 min lunch)
Friday 8.15 – 4.00 (45 min lunch)

Main Purpose of the Post

To have overall responsibility for the smooth running of Reception, dealing with Students, Staff and Visitors in a confident, welcoming and professional manner ensuring that everyone feels that nothing is too much trouble.

Specific Responsibilities of the post Include:

- Deal with people at the reception window as a priority ensuring you maintain confidentiality
- Answer external and internal telephone calls and relay messages in a timely manner
- Administration of Arbor school shop, monitoring payments, fulfilling orders and reconciling them to the system
- Complete break/lunch supervision duties as directed
- Sign for deliveries and notify staff accordingly
- Ensure correct procedures are followed with regards to exams post
- Assist with admin tasks as necessary, as required by your Line Manager
- Ensure that visitors sign in as required and a badge issued as appropriate
- Ensure reception office and waiting areas are tidy

Specific Responsibilities as a member of staff:

- Be punctual for all commitments
- Committed to teamwork within all aspects of the school
- Be proactive in terms of furthering knowledge and skills
- Ensure that the safety and welfare of all students is always given priority
- Pay due regard to Health & Safety in respect of all members of the school and report matters which compromise this to the Buildings Manager
- Support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise
- Ensure that all School's policies are implemented as appropriate
- Attend all meetings as directed

Health & Safety

All staff at Oldershaw are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of themselves and others' Health and Safety, report all accidents and incidents, raise concerns through their line manager, and the Health & Safety Manager.

Equality & Diversity

Our staff are expected to promote equality of opportunity for all pupils and staff, both current and prospective, and to support an environment that values diversity and respect.

Data Protection

Our staff have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the school, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the school, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the schools' GDPR policy.

Safeguarding & Child Protection

Oldershaw is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the school's Safeguarding and Child Protection policy and procedures at all times.

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which they will be required to work. In the interest of effective working, some tasks may be reviewed from time to time to reflect changing needs of the school. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

Signed

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Signed

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Date

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