



## Chelmsford County High School for Girls

### Receptionist Job Description

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Post:	Receptionist
Status:	Term time
Line Manager:	Office Manager
Liaison with:	Visitors, staff, parents, external agencies, other schools
Salary Band:	Band 2

#### **Purpose of Job**

- To act as first point of contact for enquiries to the school, either in person, by telephone or email.
- To support the Office Manager in the management of the Main Office, and in the provision of the administrative support to the Business Manager.
- To undertake administrative tasks and provide support as required.

#### **Duties and Responsibilities**

##### **Reception:**

- To act as first point of contact for enquiries to the school, liaising with stakeholders in person, by telephone or email.
- Keeping the reception area tidy, presenting a professional, friendly and welcoming image of the school.
- To ensure all visitors are co-ordinated using the InVentry System.
- To respond to enquiries, liaising with appropriate members of staff, or to take messages or direct to voicemail as appropriate. Confidentiality and the 'need to know' principle must be applied as appropriate.
- To assist the Office Manager in managing students who may be unwell, including the dispensing of paracetamol and contacting parents and staff as appropriate.
- To log all students on SIMS who report to the medical room and use the SchoolPost facility to inform parents as appropriate.
- To sort all incoming post and to distribute internally, and to ensure all outgoing post is processed via the franking machine with the correct level of postage, ready for collection by Royal Mail.
- To oversee deliveries to the School, liaising with Caretakers and Finance accordingly.
- To carry out allocated duties during a Fire Evacuation.
- To use a variety of software including Word, Excel and PowerPoint.
- To manage the calendar for meetings in specified rooms with the Office Co-ordinator.
- To prepare Daily Notices for distribution as appropriate and to display on Digital Signage.

- To prepare the Weekly Diary for SLT approval.

**General:**

- To undertake any training commensurate with the post.
- To review and enhance personal development within the role, including the participation in an annual performance review.
- To attend staff meetings as required.
- Any other duties as may reasonably be requested of this post holder.

**Skills**

The post holder will be expected to:-

- Exhibit strong written and verbal communication skills
- Prioritise tasks and remain calm under pressure
- PC literate, including experienced in the use of Microsoft Office
- Flexible in their working approach