**Job Description: School Receptionist/Secretary**

**Reports to:** Business Manager

**Contract:** Permanent, term time only, 23 hours per week

**Salary:** Ark Support (Outside London) Band 4, Point 3 to 7

**The Role**

* To provide an efficient reception service for the school, dealing with all callers, both on the telephone and in person, promptly and courteously.

**Key responsibilities**

* To answer all incoming calls, both internal and external, redirecting/taking messages as necessary, and dealing with general day to day queries from staff, pupils and parents. To relay messages to staff and pupils. To screen the Headteacher from routine enquiries and to arrange appointments.
* To receive all visitors and ensure they sign in and out in accordance with the school’s procedures
* To ensure class registers are completed daily, kept up to date and returned to the office and make first day of absence calls.
* To provide First Aid cover in the absence of other First Aiders
* To liaise with the Local Area Health Authority regarding medical, optical and dental inspections, organising pupils’ attendance within school
* To accept mobile phones and other pupils’ belongings for safekeeping
* To word-process all school documentation as requested. To administer all correspondence, paperwork and other clerical duties required in respect of the Academy’s relationship with Ark Central.
* To assist with the preparation, distribution and collation of checklists for school meals numbers, and liaise with school catering staff on a daily basis. To liaise with parents about outstanding lunch money and administer Bromcom
* To keep an up to date record of Free School Meals
* To receive and distribute all incoming mail.
* To assist with the organisation of school trips, including booking coaches and venues
* To maintain basic stock, including stock control and check in deliveries
* To undertake photocopying, filing and general office duties
* To carry out the above duties in accordance with the Academy’s Equal Opportunities Policy.

**Other**

* This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.