



# Quinton Hall School

## JOB DESCRIPTION

### School Receptionist

**Role:** Office Receptionist.

**Purpose of Position:** To report to the Office Manager and to be responsible in the first instance for aspects of the work of the School Office, as defined below.

**Accountable to:** The post reports to the Office Manager and involves liaison with the Headmaster, the senior management team and the Business Manager.

**Holiday Entitlement:** The Receptionist will be expected to work during the first and last two days of any school holiday and to work on the four days prior to the beginning of the year.

### Main duties and responsibilities

- Manage the reception desk and ensure the smooth and effective running of the school office.
- Deal with telephone enquiries and maintain a database of the same.
- Maintain an official admissions register of pupils at the school – both on pupil database and as a hard copy.
- In co-operation with the Head of Admissions, to deal with all aspects of the school's admissions process, including liaison with appropriate members of staff, including the Head of Early Years.
- Update weekly lunch menu on school website.
- Be responsible for school dinner numbers.
- Be the first port of call for parents and visitors and liaise with them as necessary.
- Sort post and deliver/distribute as necessary.
- Check that attendance registers have been received and check daily absence slips and update attendance records accordingly.
- Dealing with all monies collected for trips, activities within the school, dinner monies etc
- Deal with queries about activities and have a good understanding of activity programme.
- Liaising with all outside agencies such as school nurses, professionals coming to visit both staff and pupils, School Governors.
- Help the Headmaster's PA to keep school prospectus up to date.
- Inputting all the data for new students starting, and electronically transfer (CTF) and upload all the leaver files.
- To maintain the pupil information database on SchoolBase and keep all pupil records up to date.
- Check the office answer phone, each morning, for any messages and ensure they are responded to by 9.30am at the latest.
- Be open to opportunities for further training to keep abreast of developments in IT and associated technology.
- Produce correspondence and other documents as required for the Headmaster and other staff.
- Ensure the post is posted in time to catch the final daily collection.
- To maintain and manage documents and correspondence for filing. Pupil record files, parental correspondence and emails and other personnel records to be dealt with by the admissions/Heads' secretary



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- Be available to provide care to pupils who are ill, injured or in distress, ensuring that the First Aid Log and Accident Book are fully and accurately maintained.
- To carry out any other reasonable request of the headmaster.
- Other Responsibilities and Expectations.
- To be in sympathy with the aims and ethos of the school.
- Participating in appropriate INSET in order to improve skills and performance, including the school staff appraisal programme and to keep abreast of current educational developments.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Contribute to the corporate life of the school by attending staff meetings, parent consultation and other school events.
- To liaise effectively with parents and governors.
- To engage in appraisal activities
- Attend school open mornings as necessary.

## **Essential skills and qualifications**

- The ability to work confidentially, efficiently and accurately.
- Excellent interpersonal skills and the ability to be diplomatic and discreet.
- Well organised with good time management and the ability to prioritise.
- Excellent verbal and written communication skills.
- Ability to work independently and as part of a team.
- Good IT skills, including knowledge of Microsoft Office, Excel and experience of working with databases.

## **Desirable skills and qualifications**

- Proven experience in a receptionist role
- Experienced in School Base
- Prepared to Complete Regular Reports

## **Benefits**

- Free daily hot lunches provided in the school dining hall, including vegetarian options. Coffee, tea and supplies for hot drinks supplied throughout the day.