



## JOB DESCRIPTION

Role: **RECEPTIONIST – PART TIME**

Hours: 9.30am – 3.00pm Term Time only.

Report to: The Director of Finance & Operations

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**Role:** To be the public face of the school, providing a warm, friendly and efficient welcome to visitors, parents, pupils and staff, both face to face and on the telephone.

### **Key Responsibilities:-**

#### Reception

- Meet and greet visitors, check identity, register on the Visitor Access system and inform the relevant staff when the visitor arrives.
- Answer the telephone, taking messages for staff and pupils, and to supervise pupils when they need to phone home.
- Ensure the telephones are answered and queries dealt with in a timely manner.
- Work closely with other members of the Administrative team to ensure that queries to Reception from visitors, parents, pupils and staff are dealt with effectively and in a warm and friendly manner.
- Check registers morning and afternoon using SIMS and run a back-up attendance register on a monthly basis.
- Compile the clubs lists for the clubs' board and registers, updating regularly.
- Sort through the mail received each day and deliver to staff on a timely basis.
- To check and receive deliveries keeping caretakers informed.

### Admin Support Tasks

- 11+ Meetings
- Parent Meetings
- Other Sessions
- 11+ Transfer Reports
- After School Collections
- Breakfast Club/After School Care
- Chromebook Contract (Year 4)
- Clubs
- Menu Choices
- Trips (Residential)
- Data Collection Sheets

### Office Duties

- General photocopying, printing, laminating and other administrative tasks as required.
- Provide general clerical support to staff as required, for example.
- Ensure that the Reception area is kept clean and tidy at all times.

### Other

- Attend staff training as required.
- To carry out any additional tasks given by the Bursar commensurate with this role.

*Please Note: Bute House is committed to safeguarding and promoting the welfare of children. The successful applicant for this job will be required to undergo child protection screening appropriate to the role and an enhanced DBS Check before he/she starts work at the school as well as taking up references before interview.*