

School:	Springwood Primary School
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This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job details

Job title:	Receptionist/Typist
Grade:	Grade 2A
Location of work:	Springwood Primary School
Directly responsible to:	The Head Teacher, School Business Manager, Office Manager.
Directly responsible for:	To provide the first point of contact to all visitors ensuring that a good impression is presented that represents the schools ethos. To provide administrative and organisational support to the governors, Head teacher, staff and pupils of the school.
Hours of duty:	25 hours per week, TTO
Primary purpose of the job:	Receptionist/Administrator to provide full clerical support to SLT and the whole school. As the initial point of contact for Visitors, a professional and friendly approach must be maintained at all times.

Main duties and responsibilities/accountabilities

- Responsible for the welcome and management of visitors. Ensuring all Safeguarding protocols are adhered to.
- Develop good working relationships with all stakeholders within a busy environment
- Ensure that all messages are dealt with promptly and efficiently
- To provide hospitality services as required, to all visitors
- Liaise with DHT to ensure Fire Protocols are in place, including the updating of Fire Cards
- Answer telephone calls promptly (within 3 rings) screening calls and taking messages while being aware of confidentiality and data protection.
- Resolves telephone enquiries where appropriate.
- Be able to multi-task in a busy office environment, often answering the phone, dealing with parents and answering the door.
- Sort all school incoming and outgoing mail (including Springwood E-mail) and distribute accordingly.
- Update regularly power point in the reception area at least half termly.
- Manage stationery cupboard and ensure adequate resources/stock available for distribution. Tidy stationery cupboard, keep floor area clear.
- Support the work of the Friends of Springwood School.
- Collect and file risk assessments for educational visits.
- To ring emergency services when required.

- Type up, add and collate accident logs as requested, file all accident forms and archive as needed.
- Keep the reception area tidy at all times. Move and unpack parcels that are delivered to school.
- Ensure the stationery cupboard is kept tidy.
- Manage Diary, weekly circular and update reception whiteboard each morning.
- Undertake typing, word processing and other IT based tasks. e.g. excel, databases, spread sheets and use of internet.
- To prepare files e.g planned files
- To be aware of pool safety procedures.
- General office duties, filing.
- Typing of policies.
- Contact and co-ordinate press/media when school has any events or celebrations.
- To be the conduit between transport and school reporting concerns and complaints.
- Compile and distribute the year planner with guidance from SLT, including termly updates.
- To be responsible for the school inventory.
- Ensuring that a good impression is presented that represents the schools values and ethos.
- Take part in relevant professional development.
- To carry out any other duties associated with the work of the school as directed by the Head Teacher, Business Manager commensurate with grade of the post.
- Respond to staff requests to assist in the co-ordination of educational visits, contacting venues and liaising with transport.

The details set out in this job description reflect the content of the job at the date the description was prepared. Over time the nature of individual jobs may change; some duties may be lost and others gained without affecting the general nature of the job and level of responsibility entailed. The Head teacher and Governors will expect to revise the job description from time to time, and will consult with the post holder at the appropriate times.

Safeguarding

The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

The post holder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy policies.

To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.

To undertake any other such duties that are reasonably commensurate with the level of this post

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Date job description prepared/revised: February, 2017

Prepared: C.J. Kelsall/J. Wennington

Agreed job description signed by holder: