

School Receptionist - Gallions Primary School

Person Reports to: Head teacher

Department: Education

Section: Primary School

Scale: 3

Purpose of the job

To assist the Head teacher with the administration of the school, including front desk reception duties.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

Duties and Responsibilities

1. To work on the school reception desk as the first point of contact for all visitors. Providing a hospitable and welcoming front line personal and telephone service for dealing with enquiries from staff, parents and visitors as required, projecting a positive image of the school.
2. To undertake activities associated with school reception involving staff, parents and children, such as school meals, class registers and messages.
3. To operate the school's computer administrative systems and modules competently, producing reports as required. For example, updating and reconciling milk and Peachy registration form numbers and supporting parents with parent mail queries.
4. To manage the schools visitor signing in system
5. To work as part of the Office Admin Team, covering as and when necessary admin roles such as recording pupil attendance and lead on the set up of refreshments for the weekly workshops.
6. To assist with general duties such as photocopying, filing, post, info account emails etc.
7. To perform other duties within the competency of the postholder that may reasonably be asked from time to time, such as leading on the booking and organising of P4C training courses and leading on the organisation of school pupil photographs.
8. To maintain the schools stationary supplies and audit as and when necessary. To support the yearly order of exercise books and monitor throughout the year.
9. To lead on the school liaison with the NHS Health Team for yearly health programmes.

10. These are intended to be a guide to the range and level of work expected of the postholder. It is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such reasonable duties, which may be required.

Personnel Specification

-  Receptionist/Administrative Assistant Person Specification