

**KINGSLEA PRIMARY SCHOOL  
RECEPTIONIST**



**Job Description**

<b>SCHOOL</b>	Kingslea Primary School
<b>TITLE</b>	Receptionist
<b>ROLE</b>	To be the 'face of Kingslea', the first point of contact for parents & other visitors to the school
<b>REPORTS TO</b>	Office Manager
<b>GRADE</b>	Grade 4 £23,500-£23,893 pro rata (actual £19,794.05-£20,125.07)
<b>HOURS</b>	37 hours per week, term time only

**Job Purpose**

To provide a warm, professional, and efficient reception service for the school, ensuring effective communication between the school, parents, pupils, and the wider community. The Receptionist plays a vital role in maintaining the smooth operation of the school office, offering administrative support, and enhancing the school's image.

**Key Responsibilities**

**1. Reception Duties:**

- Greet visitors, parents, and pupils in a friendly and professional manner.
- Ensure all visitors sign in and are issued with appropriate visitor badges.
- Manage the school's main telephone line, including answering calls, taking messages, filtering and directing calls to the appropriate staff members.
- Ensure the reception area is tidy, welcoming, and with up-to-date information.
- Distribute messages and items brought in by parents to classes as required

**2. Communication:**

- Handle incoming and outgoing mail, ensuring prompt distribution to the relevant individuals.
- Provide information and assistance to parents, pupils, and visitors regarding school activities, policies, and procedures.
- Maintain confidentiality and follow data protection policies when dealing with sensitive information.

**3. Administrative Support:**

- Maintain attendance registers on daily basis, collate pupil absences and ensure all pupils are accounted for.
- Maintain the school diary – electronic and paper
- Support the administration of school events, meetings, and appointments.
- Assist with the ordering and administration of school supplies
- Maintain the stationery store room, keep track of stock and request orders as necessary
- Assist in the administration of the school extra-curricular club programme

- Book school educational trips and transport as required for each year group, including Year 6 residential trip
- Monitor the ordering of hot school lunches on the Cypad system
- Monitor the payments for school trips and activities

**4. Pupil Welfare:**

- Record absences and incidents for our vulnerable pupils using CPOMS
- Contact parents or carers in the event of pupil illness or accident.
- Support the school's safeguarding policies and procedures, reporting any concerns to the designated safeguarding lead.

**5. Team Collaboration:**

- Work collaboratively with other school staff, providing support as needed.
- Contribute to a positive and inclusive school culture.