

THE ELTON HIGH SCHOOL

JOB DESCRIPTION

Post Title: PART-TIME VISITOR RECEPTIONIST		
Department: The Elton High School	Post Grade: 6 Term Time Only	Hours: 30 hours per week over 4 days Monday, Tuesday, Thursday, Friday
Special Conditions of Service: None		
Purpose and Objective of post: To provide a wide range of administrative support for Governors, Teachers, Students, Parents and Visitors		
Accountable to: Headteacher		
Immediately responsible to: School Business Manager		
Relationships: (Internal and External) Governors, Headteacher, Teachers, Students, Parents and Visitors		
Control of resources:		
Duties/responsibilities: To undertake reception duties, answering telephone and face to face enquiries To be responsible for monitoring visitor records To undertake students' first aid/welfare duties, looking after sick students and liaising with parents/staff in accordance with school policy and procedure To provide routine clerical support e.g. photocopying, filing, emailing, completing routine forms and paperwork To undertake typing, word processing and other ICT based tasks including the production of letters, reports and schedules To maintain manual and computerised records/returns/information/data To sort and distribute internal and external mail To be responsible for stock control, confiscated items, lost property and medicines. Collection and storage of student mobile phones for late arrivals To produce lists and information as required To respond to queries from staff, students, parents and visitors To provide administrative support to named members of staff To provide administrative support for student reports		
Additional duties include: Administering First Aid Cover for other absent administrative staff Fire Marshall Be aware of and comply with school policies and procedures relating to Child Protection, Health and Safety and security, confidentiality and data protection Contribute to the overall ethos/aims/work of the School Establish constructive relationships and communicate with other agencies/professionals Attend and participate in meetings as appropriate Participate in training and other learning activities as required Recognise own strengths and areas of expertise and use these to advise and support others Any other duties as requested by the Headteacher.		