

JOB DESCRIPTION

Receptionist

Part time – two afternoons per week

Term Time (36 Weeks per year plus INSET & occasional Open Days & Evening Events)

LINE MANAGER: Administration Manager

Purpose and key roles

Present and communicate the ethos and values of the school in a professional and efficient manner to visitors, parents and staff of Radnor House. Provide a comprehensive, confidential and accurate reception service to support the Head, Business manager and other members of staff. Understand and ensure full implementation of school policies and procedures in particular relating to child protection, health and safety, and security. Establish priorities, be comfortable working both collaboratively and independently.

Key responsibilities and tasks

Reception

- Deal efficiently, diplomatically and accurately with all front line contacts with Radnor House.
- Receive and direct calls for Radnor House and deal with enquiries where possible, re-directing as necessary to ensure a prompt and efficient service.
- Take messages and relay to staff and pupils.
- Monitor access to and from Radnor House by authorised visitors in order to maintain security and ensure pupils do not leave the school premises without authorisation.
- Update and manage the visitor book and ID verification record.
- Liaise with other reception staff to ensure seamless service.
- Monitor completion of attendance registers for pupils for each period, escalating issues to Senior Deputy Head.
- Print and file fire registers each day.
- Update iSAMS pupil records for future absence requests.
- Maintain the daily register of staff on the premises as they arrive and vacate the building.
- Monitor and record distribution of access fobs and specific allocation to staff and parents.
- Monitor the info@radnorhouse.org email address and forward queries to the relevant department.
- Collate information and order staff ID badges and lanyards.
- In school nurse's absence current list of first-aiders to cover medical room held at Reception.
- Sort and distribute incoming mail and frank and ensure postage of all outgoing mail.
- Support school functions and evening events where necessary (overtime will be payable for additional hours)
- Carry out administrative duties as directed by the Head of Administration.
- TV Screen to be up-dated with weekly events (daily/weekly)
- Work closely with Admissions and Marketing

Other considerations

- Knowing the school regulations and health and safety policy and being aware of and implementing the school rules and school policies, in particular safeguarding of children.
- Co-operating with Radnor House in all matters concerning health and safety and specifically to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work.
- To undertake other such duties that may from time to time be reasonably assigned by the Head and Head of Administration.
- To continue the roles outlined in this job description to the highest level.

The above statement of responsibilities is agreed to be an accurate job description.

This job description should be read in conjunction with the Staff Handbook, a current copy of which is available to all staff on the school's management systems.

Radnor House is an Equal Opportunities employer, committed to safeguarding and promoting the welfare of children. Screening, including an Enhanced DBS Check, is routinely carried out on successful applicants. Our Safer Recruitment Policy can be downloaded from the "Directory of Policies" page of our website.

Signed:

.....
Receptionist
Radnor House
Dated: