



ST. JOAN OF ARC Catholic School

JOB DESCRIPTION

TITLE OF POST: Receptionist

ACCOUNTABLE AND RESPONSIBLE TO: MIS Office Manager

MAIN PURPOSE OF THE JOB:

To carry out a range of tasks to support Headteacher and staff in the following key areas of operation of the school:

- Reception

MAIN DUTIES AND RESPONSIBILITIES:

- Undertake reception duties including response to telephone and personal enquiries
- Opening and redirecting school mail addressed to admin@joa.herts.sch.uk as appropriate
- Assist with pupil welfare matters, including contacting parents and staff
- Provide administrative support as required
- Supervise use of the visitor management system

OTHER:

- Attend training courses, departmental meetings and performance management interviews as directed by the line manager.
- Undertake any other reasonable tasks as directed by the line manager or the Headteacher.

Reception tasks include:

- Receiving, sorting, opening and distributing the post and occasionally taking outgoing post to the Post office
- Answering the telephone, taking messages and setting up of out of office messages
- Welcoming and signing in parents and visitors.
- Accessing the school database to locate pupils/staff
- Assisting with photocopying baptismal certificates and returning originals to parents re Year 7 admissions
- Receive and sign for deliveries
- Supervise Pupil Reception where pupils sign in/out
- Supervise lost property
- Liaise with PFA re the sale of second-hand uniform
- Take fire drill lists to the evacuation point
- Directing call-out requests as appropriate
- Ensure that documents or goods that are being collected are appropriately signed for
- Ensure that the reception is maintained in a way that is befitting to welcome parents, visitors and contractors

St Joan of Arc Catholic School is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.