

## JOB DESCRIPTION

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**POST TITLE**                      TEMPORARY STUDENT RECEPTIONIST

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**GRADE**                              3

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**SPINE POINT**                      5-6

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**LINE MANAGED BY**              Resources Manager

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**RESPONSIBLE FOR**              n/a

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**WORKING WITH**                      Students, Parents, Teaching & Other Support Staff

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**HOLIDAY AND  
SICKNESS RELIEF**                      By and for other admin & support staff

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**PURPOSE OF JOB**                      To assist in the provision of an efficient,  
effective, professional and welcoming reception  
and administrative support service within the  
school.

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(Rev July2019)

The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

To be responsible for the provision of a professional, efficient and friendly student reception service for school, providing assistance and information to students as required. Duties will include, but will not be limited to:

- Provide a professional student receptionist role as the initial point of contact for students. This will include, but is not exclusive:
  - Managing student receptionists ('helpers')
  - Initial receipt of pupil payments and liaison with the finance team
  - Free School Meals
  - Management of student cards
  - Management of Uniform
  - Management of Lost property
  - Management of pupil Lockers
  - Requesting 'on call' to support behaviour management in school
  - Review of Incidents on CCTV
  - Data input to SIMS
- Medical room/First Aid:
  - Supervise and take appropriate action in respect of students attending the Medical Room
  - Provide first aid to students, visitors and staff
  - Liaise with school nurse
  - Maintain records, systems and procedures as required, and in line with current legislation & school policy
- Employ initiative, resourcefulness and discretion at all times when dealing with all school students, parents and staff
- Ensure that all students follow current signing in and out of school procedures during the day
- Provide assistance to staff, visitors and students with any queries made at the reception area by resolving or redirecting queries and giving advice where appropriate
- Deal with all student post
- Assist the receptionist by operating the switchboard
- Maintain the reception area and medical room in a clean, tidy and attractive condition
- Ensure deliveries are not left in reception for long periods of time and in view of the public
- Ensure the display boards and leaflet displays, etc, in reception and the immediate area, are kept up to date and in good order

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**Chorus Education Trust**

- Take an active part in all key school events such as Open Evenings, exam results days, etc
- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the wider administration team as required from time to time and as appropriate to your role
- Contribute to the overall ethos/work/aims of the school
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions

**TEAM RESPONSIBILITIES**

All administration and clerical staff at Silverdale are considered part of the overall admin support team and may be required to provide assistance to colleagues in other areas from time to time.