



# The Billericay School

A specialist maths and computing school

## Main Office

At The Billericay School, the main office is the first point of call for visitors. It is a busy environment where staff regularly interact with members of the public, guests and student contacts.

In the first instance, staff will monitor the security gates using CCTV and grant entrance to the school via our intercom system. Guests are then directed to sign in at reception where they will be subject to the relevant safeguarding checks and issued with the appropriate school badge and lanyard.

Office staff are also responsible for taking all telephone enquiries and either dealing with queries directly or forwarding the call to the appropriate member of staff. Common queries include; ParentPay issues, trip reservations and payment, bus services, student timetables, lost property, student absence, MyEd and student sanctions.

Royal Mail and courier deliveries are managed in the office on a daily basis as well as the franking of staff post.

Every day, a student monitor is based at the reception desk as part of their community involvement year. Monitors are required to take messages to classrooms and help with day-to-day office tasks.

Reception is also a key area for students who wish to call home, purchase stationery, locate staff or collect belongings which may have been delivered by parents.

Also located within the main office, are several of the core administration staff including; HR and Payroll, Trust Management, Purchasing and Finance.

When visiting The Billericay School, guests will find our office staff are always welcoming and represent the school in a professional and friendly manner at all times.

