



**King Edward VI Grammar School, Chelmsford**

**JOB DESCRIPTION**

<b>TITLE:</b>	Receptionist
<b>RECOMMENDED SCALE:</b>	3
<b>PURPOSE OF JOB:</b>	To undertake all duties related to the welcome of visitors to the school; to provide administrative support as/when required; to provide cover for the First Aid room.
<b>RESPONSIBLE TO:</b>	Headteacher, through immediate line manager

**DUTIES & RESPONSIBILITIES:**

- Dealing appropriately with school office emails, using Microsoft Office Outlook (Windows 7 operating system).
- Maintain a working knowledge of Bromcom information system – look up details, print labels, mail merge and other actions as may be requested.
- Operate the switchboard, providing a courteous and efficient service, as first point of contact with the school.
- Ensure messages are passed on as appropriate.
- Responsible for maintaining signing in protocols for visitors.
- Maintain the record of incoming and outgoing examination papers.
- Distribution of incoming post.
- Arranging room lettings as required.
- Franking of outgoing post and maintenance of franking machine, ensuring sufficient funds available at all times.
- To act as designated First Aider daily after 4 pm, and to provide First Aid support at other times.
- Ensure documentation for, and any other actions relating to, fire drills are up to date as required.
- To provide administrative support as required; duties in this area may include photocopying, filing, telephone calls and any other general administrative duties.

**General:-**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager;
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace;

- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy;
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment;
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.