



THE BILLERICAY SCHOOL
A MATHS AND COMPUTING COLLEGE
JOB DESCRIPTION
Receptionist / Administrator

REPORTING TO: The Trust Business & Finance Manager

Principal Purpose of the Role:

The school receptionist is the first point of call for visitors to the school; parents, staff and pupils. As the 'face' of the school, the receptionist should be welcoming, personable, helpful and able to represent the school in a professional and friendly manner. In addition, it is essential that the person for this role is organised, able to multitask, work flexibly and have a 'can do' approach to work, as no two days are the same. The receptionist is also required to assist the Trust Business & Finance Manager with various administrative tasks, requiring a good level of IT skills.

Main Responsibilities:

- To act as the first point of contact for the school: welcoming visitors and responding to telephone and email enquiries in a helpful and constructive manner and ensuring that appropriate actions are taken in a timely fashion.
- To set a good example in terms of personal presentation, attendance, and punctuality.
- Ensuring the safety and security of the school at all times, making sure that entry to the premises is controlled. Ensuring that all visitors sign in and are issued with the correct lanyard.
- Communicating with students and parents regarding all aspects of school life, receiving and passing on information, between them and teachers.
- Maintaining and updating school information, records and databases.
- Receive, sort and distribute packages, deliveries, and mail when necessary.
- Ensuring that the reception area is kept smart and tidy.
- Assisting with various administration tasks and duties, utilising word, excel, outlook email, SIMs, and MyED.
- Administration for, and assistance to, teachers and departmental staff, including detention admin.
- To act as one of the fire marshals' (training will be given).
- To direct the student on monitor duty at the main reception desk.
- To liaise with 'walkabout' staff, and facilities staff, as necessary.
- Booking of coaches and other transport as necessary.
- File paperwork for trips.
- Other task as may be allocated by the Trust Business & Finance Manager

Notes:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's published Time Policy.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.