

Receptionist Job Description

Post Title	Receptionist
Department	Administration
Type of post	Fixed Term LoA Cover 03/01/22 to 22/04/22
Reports to	School Director
Salary	£11.20 per hour £4,117.12
Hours	Normal working hours 08:00 to 16:30hrs Monday to Friday Term Time (12 weeks) Variable hours worked for remainder of year
Annual Leave	Statutory, to be taken during school holidays
Starting date	January 2022

Duties as receptionist:

- Receiving visitors to the school
- Handling enquiries by telephone, email and in person
- Taking messages & distributing to relevant persons
- Booking people onto school tours and meetings
- Distributing mail
- Franking and posting mail
- Taking financial contribution payments and issuing receipts
- Taking class payments for trips and issuing receipts
- Checking registers, inputting on attendance system & confirming/monitoring absences
- Creating Attendance Statistics termly and annually.
- Updating exclusion log
- Collating, typing & distribution of newsheet
- Monitoring & ordering of supplies & service calls re photocopier, printers and franking machine
- Buying staff room supplies, coffee etc
- Printing, collating & sending out prospectuses
- Updating staff telephone list
- Updating school database, staff details, parent details, texting details, email details
- Updating staff photo board
- Check key cupboard, making sure keys are signed out and returned
- Issuing medicines when necessary and updating medicines log
- Printing, collating, filing & posting of pupil reports.
- Designated First Aider at Work. Training will be provided.
- Restocking First Aid boxes half termly
- Other tasks as and when required

Person Specification

Skills/abilities

	Essential	Desirable
Strong interpersonal skills, including the ability to communicate confidently and effectively with a wide variety of people	✓	
IT skills – Office (Word, Excel) database management,	✓	
Website maintenance		✓
Touch type skills		✓
Able to deal confidently with government and other outside agencies	✓	

Knowledge

	Essential	Desirable
Broad understanding of Steiner Waldorf education		✓

Experience

	Essential	Desirable
Maintaining administrative records	✓	
Working in an educational setting		✓

Qualifications

	Essential	Desirable
GCSE Grade C or above English and Maths	✓	
A levels or equivalent		✓
Professional qualification in e.g. administration, management		✓

Personal attributes and circumstances

	Essential	Desirable
Excellent telephone manner	✓	
Can prioritise and meet tight deadlines	✓	
Copes well with the unexpected and with changes to routine	✓	
Ability to work as part of a team	✓	
Is tactful and discreet in all dealings with others, adhering to our Confidentiality Policy	✓	
Is able to work independently	✓	

Has strong self-motivation and initiative	✓	
---	---	--



Brighton Waldorf School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo a DBS Enhanced Disclosure.