

**** NEW JOB**** A primary school is seeking a Receptionist. Paying £23,000 and based in Battersea. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Receptionist

Location: Battersea

Salary: £23,000

Purpose of the Job:

To be the initial main contact person for all visitors to the School. To provide general administrative and clerical duties in support of an efficient and effective service for the day to day organisation of the School.

ORGANISATION:

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors for the School.
- Maintain the reception area with regard to appearance, displays and information.
- Assist with pupil first aid and welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Ensure all visitors are welcomed in a polite, friendly and efficient manner
- Provide hospitality to visitors as required
- Keep electronic diary for all visitors, community groups and events in relation to the School
- Assist in arrangements for schools trips, events etc.

ADMINISTRATION:

- Provide general clerical and administrative support e.g. photocopying, filing, faxing, completing standard forms, responding to routine correspondence
- Maintain manual and computerised records and management information systems
- Deal with pupil admission to reception and nursery classes
- Enter data and produce lists, information as required e.g. pupil data, absences
- Undertake typing and word-processing and other IT based tasks
- Receive and forward emails, sort and distribute mail
- Undertake administrative procedures
- Prepare specialist documents using IT packages, including certificates

- Maintain and collate pupil reports

RESPONSIBILITIES:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required