

FARLEIGH

SCHOOL

JOB DESCRIPTION	Receptionist
Responsible to:	Office Manager, Headmaster and Bursar
Purpose of the job:	To provide an initial front of house point of contact for pupils, parents and visitors. To field telephone enquiries and calls and to provide general secretarial assistance to enable the smooth running of the School Office under the direct supervision of the School Office Manager.
Relationships:	<p>The post holder is responsible to the Headmaster in all matters and to the School Office Manager as Line Manager on a day to day basis.</p> <p>The post holder also assists and interacts on a professional level with colleagues and seeks to establish and maintain a productive and supportive relationship with them.</p>
Particular Duties:	<p>The particular duties attached to the post of Receptionist are as follows:</p> <ol style="list-style-type: none"> a. to meet and greet visitors to the school, b. to answer the telephone and field calls, and relay messages to pupils and staff, c. to respond to incoming general emails, d. to maintain a post book for staff and pupils, e. to provide typing and administrative assistance to school staff, f. to receive and sort incoming mail, and frank and send outgoing mail, g. to collate a list of Prep and Senior School holiday dates for the Deputy Head – Academic. h. to organise birthday cards for pupils, i. to input data onto the school database, such as future absences, j. to raise and collate ‘clipboards’ for parent meetings, k. to maintain pupil files at the end of each academic year, ensuring pupil files are added, removed and rotated, l. to produce paper registration lists for teachers, m. to collate disbursements and provide records to the accounts department, n. to maintain the photocopiers and order supplies, o. to collate information for plays, photographs, events, etc, p. to monitor stock and order Lamy pens and boarder stationery, maintain stock and order stationery for academic staff each term and consumables for the office, as required, q. to maintain the leavers’ table for the Headmaster, r. to receive, collate and maintain lists of information as required, s. to update and distribute the internal telephone list, t. to produce the Flower Rota and guidelines, u. to enter sports data from the termly calendar into the Clarion system, v. to operate the Clarion Call text message service, w. to assist in collating and sending whole school termly mailings, x. to collate and maintain transport registers for daily transport, y. to work as part of a busy office team and perform any other duties commensurate with the post.
Annual Review:	This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main

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	expectations of the School in relation to the post holder's professional responsibilities and duties.
Safeguarding:	Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will undertake your role and responsibilities in accordance with Farleigh School Child Protection Policy and Guidelines. The successful applicant will be required to have an enhanced DBS disclosure.