



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

*'I have come so that they may have life and have it to the full'* John 10.10

<b>JOB TITLE</b>	<b>Receptionist (Secondary School)</b>	<b>JOB REF NO</b>	<b>AAAE5151</b>
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## BASIC JOB PURPOSE

To undertake reception and administrative duties which ensure the efficient operation of the school and the security of the school and visitors.

<b>NO</b>	<b>MAIN RESPONSIBILITIES</b>
<b>1</b>	To provide a reception and telephone answering service (both internal and external) to ensure that all callers are dealt with promptly and the image of the school is enhanced
<b>2</b>	Acting as initial point of contact for visitors to the school, and dealing with complaints and enquiries from parents and members of the public
<b>3</b>	Liaise with school staff regarding issues such as first aid, student disciplinary issues
<b>4</b>	Contact parents regarding any absent students
<b>5</b>	Ensuring welfare of students, listening to problems and offering advice, supervising sick students in the reception area
<b>6</b>	Signing students in and out of the building, issuing detentions, passes and lost property where appropriate.
<b>7</b>	Securing of and issuing prescribed medication to students
<b>8</b>	Updating and accessing SEN records and student personal data such as telephone numbers and addresses.
<b>9</b>	Checking and signing for deliveries to the school
<b>10</b>	Issuing and collecting in various school forms and, collecting money from students.
<b>11</b>	Sending out job application packs, letters to parents and maintaining relevant records
<b>12</b>	Taking responsibility for registers and signing in / out books during fire drills
<b>13</b>	Undertake other administrative tasks e.g. sending faxes, processing and franking of mail to facilitate the smooth running of the school.
<b>14</b>	Taking orders for school uniforms and collecting money for School Funds, uniform, homework diaries, PE kits
	Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.