



Kington St. Michael C.E. Primary School Job Description for a School Receptionist

- To act as a receptionist, dealing with telephone and personal callers
- To support the Headteacher and School Business manager in the day to day management of the school office
- To answer parents queries and to represent the school with positivity and kindness
- To support the School Business Manager and Headteacher, with weekly Health and Safety checks
- To maintain the school diary and to produce weekly diary sheets for staff
- To maintain accurate records on the school management information system
- To receive payments for trips and events
- To open and distribute the incoming post
- To prepare assessment and report material for teaching staff
- To oversee the organisation of school Educational visits
- To organise 'Bikeability' on an annual basis
- To assist in maintaining a tidy, well organised, welcoming and safe school environment, including the staffroom and participate in the provision of refreshments for visitors and staff
- To establish and maintain excellent relationships with pupils, parents, staff and other professionals at all times
- To provide basic first aid for pupils and staff as and when required (training provided)
- To maintain the school allergy and medication lists
- To communicate with parents via text, email, school app and website
- To provide administrative support to the Headteacher and other staff as and when required
- To provide administrative support for extended school activities and clubs
- To prepare money for banking and carry out banking and postal duties
- To maintain filing systems
- To prepare for the new intake of children and Prospective Parent information packs
- To complete administrative duties regarding induction of new pupils and parents.
- To deal with any enquiries to the school
- To liaise with parents maintaining confidentiality at all times
- To keep accurate records with regards to Free School Meals
- To keep up-to-date with relevant information provided by Wiltshire Council
- To maintain the school website



All staff at Kington St. Michael C.E. Primary School will:

- Promote equality, opportunity, respect and regard for all
- To maintain confidentiality at all times
- To follow Safeguarding guidelines and Child Protection Policy and Procedures
- To carry out duties with due regard for all school policies and procedures
- To undertake professional development activities to enhance personal development
- To contribute to producing and delivering priorities in the school development plan
- To promote positive attitudes and behaviour
- To contribute to the smooth day-to-day running of the school
- To be committed to achieving the school's vision and aims
- To respond promptly to concerns from parents, staff or students
- To promote the school in the community
- To work in partnership with all colleagues, including the Governing Body
- To celebrate success of students and staff
- To attend relevant school meetings, and training events

This Job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with grade of the post as directed by the Headteacher.