



<b>Name of Employee</b>	:	
<b>Job Title</b>	:	<b>Receptionist / Telephonist</b>
<b>Directly Responsible to</b>	:	<b>Board of Trustees Principal Executive P.A.</b>
<b>Functional Relationship with</b>	:	<b>Senior Leadership Team Executive P.A. All Staff Parents / Caregivers / Visitors</b>
<b>Primary Objectives</b>	:	<b>To facilitate communication between school, students and the community To provide a prompt, professional, effective and friendly front office service.</b>
<b>Hours of Work</b>	:	<b>27.5 hours per week: 9.00 a.m. – 3.00 p.m. during School Terms 30 mins. Lunch break</b>

<b>Key Tasks</b>	<b>Expected Outcomes</b>
Receive incoming calls and provide toll and fax services for staff	Calls are answered immediately, messages taken and passed on promptly. Faxes and tolls sent Callers have a positive view of the school
Visitors are received and welcomed	Visitors needs are met as far as possible. Visitors leave with a positive view of the school.
Sort and distribute mail, both incoming and outgoing	Appropriate people receive mail. Correct postage is used on outgoing mail Outgoing mail is dispatched promptly
Supervise Office Runner	Office Runner assists Office Staff and Senior Leadership Team
Monitor Staff Sign Out Book and Visitor Book	Health and Safety Regulations complied with
Prepare Daily Notices	Daily Notices are typed accurately and distributed

Key Tasks	Expected Outcomes
Provide assistance to Senior Leadership Team	Jobs allocated are completed
Assist with typing for staff as required	All typing is completed on time and accurately
Assist Senior Leadership with bringing students to office	Requested students are notified.
Maintain bulk postage account	Departments and staff are charged. Accounts forwarded to Executive Officer
Enrolment Enquiries	Name and phone number taken accurately Appointments set for Deans - Email to confirm Fax previous school for information
Website	In conjunction with Executive PA ensure website is up to date
Confiscated, Lost & Found Items	Ensure accurate register is kept - signed in and out
Organise Courier Collection	Departments and staff are charged. Prompt collection of parcels
Marketing/P.R.	Maintain contact with businesses in order that a community relationship exists, in particular with advertising for Newsletters, Student Diary and Year Book
Hireage of Equipment and Facilities	Keep Register of hire, charge as appropriate
Students Bikes are secure	Anyone wanting to collect a bike during the day is to sign form
Other Duties	As required by Principal

Signed: .....[Date]  
Clive Hamill, Principal

Signed: .....[Date]