

## BOXMOOR PRIMARY SCHOOL

### JOB DESCRIPTION – RECEPTIONIST – H2



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#### **Purpose of the Role:**

This role will be responsible for providing an efficient and effective reception service

#### **Responsibilities:**

- Answering and forwarding phone calls, transferring phone calls, taking messages and managing the phone system so that all data is correct and up to date and allows efficient directing of calls
- Welcome all visitors to the office ensuring compliance with safeguarding and office requirements regarding visitor's book, local inductions, fire alarms and facilities
- Oversee and maintain appearance of reception and meetings rooms
- To provide administrative support for other ad/hoc duties within the team/office as and when required
- Dealing with deliveries, receiving goods and arranging orderly and secure storage of supplies.
- Maintain stock levels via weekly stock check and advising administrator of necessary orders
- First-aid contact for sick pupils.
- Liaising with Parents/Staff as appropriate

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service (DBS) as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the DBS is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the School's Appraisal process*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*