

## Christian Brothers Grammar School, Omagh

### Job Description

<b>Job Title</b>	School Receptionist (Temp – Term Time)
<b>Responsible to:</b>	Principal, School Bursar
<b>Salary Scale</b>	Point 10-13 (£16,863 -17,391 pro rata) on the NJC Scale
<b>Hours of Duty</b>	8.30 a.m. to 4.45 pm Monday to Thursday 8.30 a.m. to 4.30 pm Fridays

### Personnel Specification

#### Qualifications

##### Essential

- 5 GCSE or equivalent or higher qualifications.
- High level of numeracy and literacy skills with Grade C or better in GCSE English and Mathematics or equivalent or higher qualifications.
- Qualifications in ICT.

##### Preferred

- Qualifications at A level or BTEC level.
- Further qualifications in administration.

#### Skills, Aptitudes & Knowledge

- Ability to manage and administer school reception and telephone system.
- Highly competent in ICT administration systems.
- Ability to self-manage and organise.
- To be able to communicate efficiently and effectively with all levels of staff, pupils and visitors to the school. High level of verbal and written communication skills.
- To be willing to work as a team member.
- To have the understanding of the need for confidentiality and sensitivity.
- To be able to portray a positive and welcoming image of the school.

#### Experience

- Administration, reception and telephony in a school, college or institute of further or higher education

### Job Description for post of School Receptionist

**Tasks required to be carried out, as allocated by management, will include:**

#### Receptionist Duties

- Provide a courteous and efficient service within the reception area, ensuring a rapid response to telephone and visitor enquiries.
- Greet visitors (e.g. public, parents, students, contractors etc.) for the purpose of responding to their enquiries and/or directing them to appropriate personnel.
- Sorting and recording of deliveries.
- Operate the radio and pager systems for the purpose of providing essential communications within the school.

- Send out text messages through the school text software to parents and staff.
- Responds to emergency calls for the purpose of notifying appropriate parties to address immediate safety and/or security issues.
- Update the electronic noticeboard at Reception.
- Process queries for lost property and maintain the lost property log.
- Check attendance of students who require taxis and authenticate the Taxi Claim forms for the Principal to authorise.

### **Administrative Duties**

- Assist with the preparation of school letters and franking of outgoing mail ready for collection.
- Maintain the general filing system and file all correspondence.
- Maintain an adequate inventory of office supplies.
- Process requests from staff for any maintenance requests in the Services Job Log.
- Maintain the Student Records System, ensuring accurate and timely data entry and to oversee the maintenance of paper based student records.
- Maintain the school calendar for the purpose of informing pupils, parents, public and staff of school events and ensuring availability of venues and resources.
- Provide support in preparing orders for processing.
- Receive requests for reprographics and update the Reprographics Job Log.
- Maintain the confiscated item log and liaise with Heads of Year in determining authorisation for items to be collected.
- Distribute bus passes and issue temporary bus passes to students. Update the Education Library Boards of possible leavers on an annual basis
- Adhere to school policies and procedures including the Health & Safety policy.
- Act as backup in operating the school's cashless system.
- Receipt and deposit securely all payments made by students, staff and public.

The above lists are not meant to be exhaustive and other tasks may be assigned as required by the needs of the school.

The Receptionist will be expected to fulfil such other duties as are consistent with the general role outlined above and as may be required by the Principal.

Maintain confidentiality at all times in respect of school-related matters

### **Terms and Conditions of Service**

Conditions of Service: The conditions of service are those agreed by the National Joint Council.