

## Haydock High School

**Post:** Receptionist

**Scale:** SCP11 – SCP13

**Responsible to:** School Business Manager

**Purpose of the Post:** To ensure the reception area is maintained to a high level and be the first point of contact at the school for all visitors creating a welcoming, warm and helpful impression.

### **Duties and Responsibilities**

#### Admin Duties

1. To undertake reception duties when required, liaising with visitors, students and parents.
2. Ensure the Reception Area is orderly and well stocked with relevant materials.
3. Assisting with hospitality and setting up rooms for meetings.
4. Opening and distribution of internal and external post.
5. To open and distribute emails sent to the school general mailbox.
6. Minute staff briefings and meetings where required.
7. Dealing with general SIMS enquiries.
8. To deal with general correspondence and enquiries.
9. To manage photocopying jobs requested by staff.
10. To undertake typing, word processing and general clerical duties as required.
11. To assist with general administration tasks commensurate with the post when not engaged in the above and to cover for other absent clerical staff.
12. To operate office equipment including the school photocopier, shredder, computer and laminator.

#### General Duties

- To support school activities, attending appropriate school events e.g. Open Evening.
- Any other duties deemed reasonable, as directed by the Headteacher.

#### Generic Responsibilities of all Haydock Staff

- To participate in all aspects of training and development
- To follow all school and Local Authority policies
- To follow the child protection procedures. To ensure that children's safety and wellbeing is never compromised.
- To work with students in a courteous, positive, caring and responsible manner at all times.
- To be polite, cooperative and positive when communicating to other staff and visitors.
- To present oneself in a professional way that is consistent with the values and expectations to the school.