



JOB DESCRIPTION

JOB TITLE: Prep Receptionist
GRADE: AS10 – AS14 (Truro School Support Staff Salary Scale)
REPORTING TO: Prep Administrator

Role Overview

The Prep Receptionist is based in the School Office and is tasked to undertake a range of administrative duties in support of the teaching staff and play an active role in support of all School activities as well as greeting and signing in visitors. They are the first point of contact both face to face and over the telephone, and will be proficient in dealing with sensitive matters from parents, the public and pupils.

Key Tasks and Responsibilities

- Carry out reception duties including dealing with enquiries, welcoming visitors and providing a good first impression of the school
- Answering the telephone, transferring calls, taking and forwarding messages where necessary
- Provide admin support for teaching staff, including the preparation of letters
- Preparation and printing of reports using school database
- Assisting in proof reading reports
- Supervise and receive attendance registers and follow up on pupil absences
- Prepare Club lists
- Maintain accurate fire evacuation lists
- Maintain daily pupil bus lists
- Process all requests for petty cash and balance on a monthly basis
- Prepare lists of all charges to pupil accounts and send to the Finance Department on a termly basis
- Co-ordinate school photograph orders
- In conjunction with the Prep Administrator, ensure electronic pupil details are kept up to date
- Order school equipment and supplies, including transport
- Produce forms of consent for external trips and fixtures, and ensure they are returned within pre-determined timescales
- Booking training courses for staff
- Maintain waiting lists and new pupils for afterschool clubs
- Dealing with pupils' enquiries throughout the day

- Maintaining the breakfast and supper club lists
- Covering first aid when School Nurse is not available
- Sending messages through the Clarion Call system

Person Specification

Essential

- Ability to work to tight deadlines and changing priorities
- Ability to work on own initiative
- A flexible and versatile approach to working arrangements
- Proven ability to provide high quality customer service in a busy environment
- First class communication skills, both written and verbal
- Good team player
- Computer literate in all Microsoft packages
- Excellent administrative skills
- Sympathetic to the Methodist values of the School

Desirable

- Experience of using databases, in particular, SIMs
- Experience of working in a similar customer facing environment
- Experience of working in an education environment

ADDITIONAL

- Truro School is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment and behave accordingly. Although there is no direct responsibility for children, this role may involve contact with children or young people.
- This job description sets out current duties of the post that may vary from time-to-time without changing the general character of the post or the level of responsibility entailed.

Date prepared: May 2019

Prepared by: Prep Head and Prep Administrator