



JOB DESCRIPTION

JOB TITLE

Receptionist

LINE MANAGER

School Office Manager

SAFEGUARDING:*Forest School is committed to safeguarding and promoting the welfare of children.*

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

Reception is the first point of contact for all visitors to Forest School. The receptionists are required to set a positive and welcoming tone through both a professional appearance and a friendly manner to all visitors. These visitors include parents, school governors, contractors, delivery drivers and a range of other guests who have business at the school.

KEY DUTIES AND RESPONSIBILITIES:

- To meet and greet all visitors in a friendly and professional manner aligned to the values and ethos of the school
- To deal with incoming telephone communications in efficient and professional manner. This will involve becoming familiar with the roles and responsibilities on the school estate in order to be able to direct callers appropriately
- To deal with pupil registration for late arrivals
- To receive, check and arrange distribution of all deliveries of post, parcels etc.
- To receive and frank mail in readiness for collection by the Post Office

NB: The job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of tasks and duties

TERMS OF EMPLOYMENT:

Term Time:

Alternate weeks: 07:00 -15:00/10:00-18:00 (with an hour for lunch)

Holidays:

One week on/one week off (or by arrangement with Reception Colleague and Line Manager): 08:00-16:00.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the relevant Line Manager.

LM 03.22

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.