



## **Job Description - Receptionist / Reprographics Technician**

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### **Responsibility**

The Receptionist/Reprographics technician will be appointed by and be responsible to the Director of Finance and Operations.

### **Purpose of the role**

To support the School by providing a warm welcome to all. Dealing with telephone and face to face enquiries in an efficient and professional manner and providing a full reprographics service to students and staff and help to promote a positive image of the school through the production of professional documents for both internal and external use under the instruction of the Deputy Principal / Director of Finance and Operations and to assist in the efficient running of the School.

- To contribute to the overall vision and ethos of the school by ensuring the best standards possible for pupils and staff.
- To be an ambassador for the school when meeting parents and other visitors and to act as the first point of reference

### **Tasks**

#### **Reception**

- Answer all telephone calls coming into main school and deal with as efficiently as possible
- Take and deliver messages either verbally or in writing to appropriate persons both external and internal.
- Monitor and operate the door security system for entry to the school.
- Recording and safekeeping of keys for the New Hall, Library and the minibuses.
- Ensure that all visitors to the School are greeted in an appropriate manner and their presence in the school recorded – supply ID badges and contact appropriate departments etc.
- Provide reception cover for parent's evenings and other evening functions when required.

#### **Deliveries and Post:**

- Daily sorting and distribution of post.
- Frank (and stamp if necessary) all outgoing mail for the School Office including producing labels for postcards.
- Check, accept, sign for and arrange distribution of all parcels and deliveries to appropriate departments.

#### **Photocopiers:**

- Ensure that defects of all photocopiers are reported to the service providers (Canon)

#### **Secretarial / Administrative Support:**

- Produce a daily absence record of all pupils after chasing absent students and calling home if they are not in class.
- General filing for school office.
- Take enquiries from prospective parents regarding entry to schools, make up appropriate information packs with an accompanying letter
- Input of data into the School's database systems.

- Type documents and letters as required.
- Assistance at Open Day, Induction Evening for new parents and other such events as required.
- Supervise minibus and general room bookings and update on the calendar.
- Look after, book out and monitor the usage of the School's mobile phones

### **Reprographics**

- Ensure that defects of all photocopiers in the schools are recorded accurately and are then reported to the relevant photocopying company.
- Order Toner and all other consumables for photocopier machines
- Produce high-quality copies of materials as required including
  - Spiral binding
  - Laminating
  - Produce speech night programme
  - Produce school show programme
- Maintain required stock and replace as required
- Keep copier machines loaded with paper, toner, staples etc
- Maintain the large copiers, report copier faults where necessary and report to the Director of Finance and Operations when repairs are not carried out promptly.
- Assist on Speech night producing prize labels
- Order paper for whole school
- Copy literature and booklets etc for all events ie: parents evenings, UCAS evening, Open Evenings (senior and 6th form), Options evening

### **Health and Safety:**

- Reading and complying with the employer's health and safety policy both for their own protection and for all other employees, pupils and visitors on site.
- Maintain a list of all visitors to the school for use in emergencies.
- If suitably qualified act as a first aider for staff, pupils and visitors.
- Ensure that pupils and staff complete the signing in/out book for absences during the working day.

### **Child Protection**

- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and may be expected to carry out the following duties:
  - Child protection, discipline, health and safety
  - Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

### **General**

- Any other duties that the Deputy Principal or Director of Finance and Operations may reasonably request from time to time.

<b>Reviewed:</b>	<b>May 2022</b>
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<b>Person Specification - Receptionist/Reprographics Technician</b>		
<b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>● GCSE English and Maths or equivalent</li> </ul>	
<b>Experience:</b>	<ul style="list-style-type: none"> <li>● Experience of working as a receptionist</li> <li>● Experience of dealing with differing personalities in a calm and polite manner</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working in a school environment</li> <li>● Experience of working in a busy office environment</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>● Good numeracy and literacy skills</li> <li>● Excellent communication and interpersonal skills</li> <li>● Basic IT skills</li> <li>● Ability to prioritise and work to deadlines</li> <li>● Ability to work on own or as part of a team</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>● Working knowledge of Microsoft Office/Google</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of school database systems</li> </ul>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>● Recognise and understand the need for confidentiality</li> <li>● Motivation to work with children and young people.</li> <li>● Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>● Emotional resilience in working with challenging behaviours.</li> <li>● Positive attitude to use of authority and maintaining discipline.</li> </ul>	

Method of assessment will be via content of the application form, professional references, interview, and the production of certificates.