



Senior School Receptionist

Job Purpose

To be responsible for the smooth running of a busy Senior School Reception ensuring the efficient and effective management of the School's telephone switchboard and undertaking general Reception duties. The post holder will also provide general administrative support to the Admin Team

Hours

9.00 am – 5.30 pm, Monday to Friday, Term Time Only Plus 3 weeks in the School Holidays and 3 Saturdays per year

Report to

PA to the Headmaster

Key Responsibilities & Accountabilities

Reception:-

- Answer all telephone calls to the Main School switchboard in a prompt and polite manner
- Listen to any messages left on the voicemail and email the message to the appropriate person
- Meet, greet and assist visitors, staff and pupils with general enquiries
- Interact with parents and staff, in person and via the telephone
- Communicate to all staff, pupils, parents/guardians, carers, visitors, outside agencies and the wider community, with calmness, courtesy and clarity
- Take care of candidates visiting the School for interviews
- Be responsible for the signing in and out of pupils and visitors to the School and the issuing of visitors' badges in line with the School's Policy
- Assist pupils who come to Reception feeling poorly or upset
- Deal with items dropped off by Parents for students
- Keep Reception tidy and liaise with cleaning staff where necessary

Book Room Duties:-

- Co-ordinate the ordering and delivery of Textbooks, Academic Diaries and Teacher Planners
- Keep Book Room tidy periodically throughout the year

Personal Specification

- Excellent verbal communication skills are essential
- Excellent time management skills
- Computer-literate in the use of Microsoft Office Suite and/or Google
- Able to deal with confidential information in a sensitive manner
- Able to multi-task whilst remaining calm, composed and flexible within a busy and demanding environment
- Able to deal with telephone callers and visitors to the School in a tactful, confident and friendly manner
- Able to work on own initiative and as part of a team and find solutions to problems that might arise on a daily basis
- Integrity and confidentiality to be maintained at all times
- Willingness to help

Safeguarding

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.

Apply now →

To find out more about this role please contact recruitment@brentwood.essex.sch.uk who will put you in touch with the PA to the Headmaster.



Brentwood School

Apply now →