



## **Licensed Trade Charity - Job Profile**

- Job Title:** Receptionist/Administrator for Student Reception
- Hours:** Full Time 08:00 – 16:30 / Term Time only (plus an additional 10 days during holidays as directed)
- Reports to:** Principal's PA

### **Overall Purpose**

The Receptionist will utilise organisational and interpersonal skills to work with employees, pupils and parents.

### **Responsibilities**

1. To provide an effective and welcoming reception for LVS Ascot Senior School and ensure the smooth running of the reception area.
2. Dealing with incoming calls to the Senior School. Calls are noted and messages sent to school tutors or Senior Management Team (SMT) as appropriate. All telephone calls are to be announced.
3. Acting as first point of contact for pupils, staff and parents with ad hoc queries. For example, lost property, lost timetables, pupil absence.
4. Provide support to pupils and parents.
5. Direct enquiries from pupils and parents to the appropriate member of staff.
6. Communicating via email, telephone or in person with employees, pupils, parents and outside agencies.
7. Maintain pupil signing in and out registers and staff signing in register.
8. Check and amend morning and afternoon attendance registers and chase for pupil absences by contacting parents via telephone call in the event of an unreported absence.
9. Provide cover for the front LTC Receptionists during morning (10:30) and afternoon (15:30) breaks.
10. Ensure reception area is kept tidy and clean at all times.
11. Keep up to date on school events by regularly checking the school calendar.
12. Logging and issuing pupil locker keys and maintaining a spreadsheet.
13. Maintain security by following procedures ie. Evacuation lists. In the event of a Fire Alarm, remove pupil and staff signing in and out registers and take to Fire Point.



14. If required, assist in Admin duties and other school events and in unplanned absence or sickness be prepared to assist where necessary.
15. Annually book the school photographer and upload school photos to PASS (school database).
16. Direct lost property to the PTA (Parent/Teacher Association). In PTA absence store where appropriate.
17. Produce Medical list for the Boarding Houses on each pupil. Each Boarding House requires the Medical details of each pupil residing in their house so that they are aware of any medical issues that may arise. This is produced from the PASS database.



**Person Specification**

**Skills:**

- Effective communication
- Multi-tasking capabilities
- Organisation abilities
- Proficient in the use of Microsoft Word, Outlook and Excel
- Work as part of a team and establish good working relationships at all levels.

**Other requirements:**

- Ability to work and act on own initiative
- Courteous and effective when dealing with people
- Exchanging information in a tactful and diplomatic manner
- Well presented (uniform provided)
- Previous school experience desirable, but not essential.

**Name:**

.....

**Signed:**

.....**Date:** .....