

School:	Lower Kersal Community Primary School
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This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job details

Job title:	School Receptionist (FTC 2/11/26 to 9/7/27) Term Time Only
Grade:	1C SCP 6
Location of work:	Lower Kersal Primary School
Directly responsible to:	Head Teacher
Directly responsible for:	N/A
Hours of duty:	36 Hours per week Mon to Thurs - 08:30 to 16:30 Fri - 08:30 to 15:50 40 minutes lunch break
Primary purpose of the job:	To provide a welcoming front of house reception service and general administrative support to the school office, acting as the first point of contact for visitors and enquiries and carrying out routine tasks under the direction of school staff.
Post ref no:	003646

Main duties and responsibilities/accountabilities

Key Responsibilities

- Answer incoming calls, take messages, and pass them to relevant staff
- Make external telephone calls to parents and external partners as directed by staff
- Welcome visitors and follow school visitor procedures
- Respond to basic parent queries and refer to appropriate staff
- Record pupil lateness and update systems as directed
- Assist in escorting pupils to and from classrooms for late arrivals and scheduled appointments, as directed by staff
- Provide general support with pupil supervision before and after school, under the direction of school staff and within contracted hours
- Support general office tasks including post, deliveries, photocopying and filing
- Assist with maintaining electronic records and carrying out basic administrative tasks
- Provide support to the school office team as required
- Use basic Microsoft Office applications (e.g. Word, Outlook, Excel) to support day-to-day

tasks

- Follow school policies, including safeguarding and health & safety procedures

Safeguarding

The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

The postholder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy policies.

To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.

To undertake any other such duties that are reasonably commensurate with the level of this post

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Date job description prepared/revised: 30/4/26

Prepared/revised by: D. Carling

Agreed job description signed by holder: