

**General**

The School Receptionist will be responsible for the provision of administrative, secretarial and organisational support to the school community.

Accountability

The position will be accountable and directly responsible to the Head of School and then the Chief Operating Officer.

Duties

Duties include:

1. Greeting and assisting parents, students, and visitors to the School.
2. Providing administrative support to the Head of School, teaching staff, and affiliated organisations such as School Council and/or Parents' Association; arranging appointments, daily notices on school portal; incoming and outgoing post; photocopying; raising purchase orders; general correspondence.
3. Answering incoming telephone calls and emails and responding as appropriate.
4. Occasional relief receptionist at other campuses if necessary.
5. Providing basic First Aid: as the reception area of the School is a central contact location the reception staff are expected to gain Level 2 First Aid qualifications and provide basic First Aid to students. For serious injuries, receptionists will call a Level 3 First Aider to attend to the injured party.
6. Any other duties as directed by the Principal or his deputy.

Position Requirements

- High level of interpersonal skills and approachable. As the reception is the first point of contact to The King David School it is a fundamental requirement for the staff operating at this point to present themselves – in dress, personal interactions and telephone manner – to the highest professional standards.
- Working in a school environment, all staff have a responsibility for the well-being of its students and need to be alert at all times to ensure all children feel secure.
- In your position of employment, you may become privy to confidential information regarding the School, its staff, students and their families. At all times, both during and after your employment, you are required to treat such information with the utmost confidence and to respect the privacy of others.

Essential Skills

The School Receptionist must be able to demonstrate:

- Proficiency in computer technology including ability to use Synergetic Database, MS Office (Word, Excel, PowerPoint); file management; Google Docs and Google Calendar management.
- Excellent communication skills. Ability to liaise with stakeholders including parents, staff, students and general public - at all times in a professional and courteous manner.
- High level of attention to detail, well organised yet flexible. Strong organisational skills, ability to work well without constant supervision and take initiative to complete tasks in an efficient manner.
- An ability to work as a member of a team.

Key Results Areas

To successfully support the School administration, academic staff, parents and students.

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