

**SHEFFORD LOWER SCHOOL**

**CENTRAL BEDFORDSHIRE COUNCIL**

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Receptionist/Clerical Assistant
<b>RESPONSIBLE TO:</b>	Office Manager
<b>JOB PURPOSE:</b>	To provide reception and clerical support within the school office under the direction of the PA to Headteacher

**Main duties and responsibilities:**

1. To undertake reception duties and deal with general enquiries from visitors, parents etc.
2. To operate the school telephone system, forwarding calls as appropriate and taking messages as required.
3. To sort incoming post.
4. To provide clerical support to staff, including routine typing/word processing, filing, laminating and photocopying.
5. To provide refreshments for visitors.
6. To deal with lost property, ensuring the return of named items and safe storage of unclaimed and unlabelled clothing and equipment.
7. To care for sick pupils, arranging for first aid as necessary and contacting parents where required.
8. To act as first point of contact with parents on a range of matters (e.g. to arrange appointments), as required by headteacher and teaching staff.
9. To receive deliveries of stock, checking against delivery notes and informing intended recipient of any shortages, damage etc.
10. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
11. To undertake any other duties of a similar level and responsibility as may be required.