



JOB DESCRIPTION RECEPTIONIST

Organisational information:

Responsible to: HR Manager

Functional links : Whole staff and students within school; parents; outside agencies; general public

Main Purpose of Job:

To provide a comprehensive reception service for John Masfield High School

Main Responsibilities / Accountabilities:

- 1 Reception duties 2 Mail 3 Secretarial

Job Activities:

Reception Duties

- Operate the 3CX Phone System. Provide information, transfer calls or take messages as appropriate
- Ensure all visitors to the school reception, whether scheduled or not, receive the appropriate attention
- Maintain security and fire regulations by overseeing the use of the SignIn app to ensure accurate records are maintained of students/staff/visitors in/out of school.
- Use School MIS (Bromcom) to record student attendance etc.
- Liaise with Lead First Aider to ensure medical supplies and files are up to date
- Cover for morning receptionist and other administrative staff on an occasional basis
- Provide first aid support to students

Mail

- Ensure outgoing mail is sent daily
- Distribute internal mail

Secretarial

- Provide administrative support to staff and HR Manager as required
- Be thoroughly familiar with DBS and safeguarding protocols

Depending on the skills and abilities within the team, some of the responsibilities may be re-allocated on appointment and from time to time.

It is a requirement for the postholder to undertake first aid training.

In addition to the duties outlined above, the postholder will also be expected to undertake any duties appropriate to the grade that might be required.

Hours: Term time only plus 1 week for Inset (39 weeks). Additional hours may be available from time to time to meet the demands of the school.

Part time hours 21.25 per week. The hours of work are 12.30 – 4.45 pm Monday to Friday

Salary: John Masfield High School pay scale JM04 £24,404 - £25,183 pro-rata to contract
Actual starting salary £12,058 paid in 12 equal instalments

June 2025