



Job Description – Waseley Hills High school

Job Title:	Receptionist & First Aider
Term:	Permanent
Department:	Administration
Salary Grade:	Grade 2 (point 10 – 13)
Contracted Hours/Week:	27.5 08:00 – 13:30 Monday to Friday
Contracted Weeks/Year:	Term time only + 5 training days
Responsible to:	Headteacher's PA
Responsible for:	N/A

Main Job Purpose:

To act as Receptionist in the school office, by providing support for a range of office functions

Main Responsibilities:

- Welcome and book in all visitors in accordance with appropriate procedures and safe-guarding measures.
- Receive incoming telephone calls and transfer as appropriate, maintain the telephone extension list and directory.
- Perform 1 hour of first aid duties each day.
- Sign for deliveries and arrange for items to be forwarded to appropriate person / depts.
- Keep a log of staff booking in and out throughout the school day.
- In the event of an emergency, call Emergency Services, ensure relevant information is provided to allow checking of attendance as per Fire Evacuation Procedure including practice.
- Ensure reception area is kept clean, tidy and well presented at all times.
- File Student ID Exam cards in accordance with Exams Officers requirements.
- Arrange for exams certificates to be correctly collated and filed for Presentation Evening.
- Ordering of school uniform where required including checking deliveries. Maintain stock levels and carry out stock checks as necessary.
- Provide administrative and clerical support to the Resource Centre as and when required.

Headteacher: Mr. A. Roll

School Road, Rubery, Birmingham B45 9EL

Tel: 0121 453 5211 Email:office@waseleyhills.worcs.sch.uk

www.waseleyhills.worcs.sch.uk



Waseley Hills High School

Aspire, Invest, Respect

- Supervise Student Receptionist(s) and provide administrative tasks. Keep records of tasks completed and feedback
- Respond to WHAM messages by contacting appropriate staff.
- Undertake the use of office equipment as required.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Attend and participate in meetings where appropriate
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Any other duties commensurate with the duties/responsibilities/grade of the post.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

Signed:.....

Date:.....

Headteacher: Mr. A. Roll

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