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| ReceptionistSalary: £20,444 - £22,57137 Hours per Week - Term Time OnlyPermanent  |
| Job Description |
| Responsibilities | * To undertake Reception duties, managing the switchboard console, school email account and post, answering telephone calls and handling face to face enquiries
* To ensure the Reception area is well-presented, welcoming and Employer Partner promotional materials are current are displayed effectively
* To provide a first point of contact for students and visitors at Reception, ensuring enquiries/problems are referred to the appropriate member of staff and dealt with effectively
* To ensure all visitors are welcomed, safeguarding procedures are followed and records kept of their arrival and departure
* To assist visitors with directions around RDUTC and provide refreshments when required
* To ensure that visitor meeting rooms and board rooms are well-presented, welcoming and stocked in terms of hospitality requirements
* To support the Front of House Manager to manage reprographics, including overseeing reprographics stock within the General Office and around the UTC
* To provide efficient communication across Ron Dearing UTC using the on-call system, email, mobile phones and other school systems
* To maintain high standards of professional behaviour towards colleagues, parents, employer partners and students alike
* To provide general admin support as and when needed to support the school running of the school.
* Line managed by the Front of House Manager

*The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times* |