

HUTT INTERNATIONAL BOYS' SCHOOL

POSITION DESCRIPTION

Position: School Receptionist
Level of position: Clerical
Reporting to: Director of Events & Communications /
Administration Manager

Other Direct Relationships: Principal and Senior staff
Director of Finance & Property

Position Purpose

To provide “front-of-house” reception for all in-coming general enquiries to the School, so that:

- the first impression of the School for guests, visitors, students, parents and staff is of a first class, professional organisation with a friendly and efficient warmth in interpersonal relationships
- the Administration Manager is given clerical and word-processing support as required
- knowledge of the School and its daily and general activities can be shared efficiently with any who seek information
- messages are quickly and effectively relayed to those to whom they refer
- students are welcomed and respectful in their dealings with the School’s Reception
- the Reception area is a model of the School’s stated and desired standards of professionalism and effectiveness, so that students and staff recognise and are motivated by the dignity and efficiency of the School’s welcome and information area
- in all reception and other assigned clerical duties the Receptionist meets or exceeds the best professional expectations for the role
- the goals and objectives, as agreed with the Administration Manager, are achieved within the resources and time provided

Scope of the position

As for all staff, the Receptionist is required to:

- provide administrative support to enable teaching and learning programmes to achieve the School’s Charter aims and objectives
- set and achieve objectives within an agreed time-frame
- support the objectives of the School’s special character as outlined in the definitions provided by the Board of Proprietors of the School
- provide specific skills and competencies at levels defined in the appropriate Competency Framework
- maintain and promote highest standards of professional presentation in all areas of work and interaction with the public
- order priorities, set long-term targets and define measurable interim objectives
- exemplify unquestioned loyalty in supporting those programmes and activities that promote the achievement of the aims and objectives of the School
- clearly communicate ideas or concerns in a manner that will ensure the matters are understood and action is taken in good time

General accountabilities

Responsible to the Administration Manager for the development, implementation, and maintenance of a “model” Reception area

Special Schedule of Responsibilities

Your specific area(s) of responsibility include duties and expectations that can be outlined in a schedule to this position description and reviewed with you by Administration Manager at the end of each academic year.

Personal Development

- Identify and arrange support for the advancing of personal skills in your area of expertise and in general and interpersonal management
- Maintain a balanced lifestyle by timely scheduling of breaks and recreation
- Keep Administration Manager advised of work-load and possible or current pressures or stresses that are likely to reduce effectiveness in the performance of the position requirements

Date of publication of this Position Definition:

Signed on behalf of the School:

Received and agreed by:

Attach (and both parties sign annually) a Specific Schedule of Duties and Responsibilities

**HUTT INTERNATIONAL BOYS' SCHOOL
RECEPTIONIST POSITION DESCRIPTION**

Receptionist

SPECIFIC SCHEDULE

Dated:

Specific Schedule of Duties and Responsibilities

The Receptionist shall:

- Answer and redirect efficiently all phone calls to the School main office line(s)
- Welcome all visitors and students to the Reception counter providing the assistance they require
- Co-ordinate with teaching staff in the accurate recording of absentees and enter all student absence data to KAMAR.
- Check daily absentees and make the necessary phone calls
- Accurately maintain the sign in/out and late register
- Photocopy daily notices and make available to teaching staff early each morning
- Once a day distribute all parcels delivered to the school. Arrange courier to pick up parcels.
- Facilitate the distribution of class photos (yearly)
- On a daily basis, maintain a professional and uncluttered presentation of the whole office area
- Provide word processing support as requested by the Administration Manager
- Facilitate the daily rotation of the student runner
- Other duties as requested

First Aide

- Provide students with first aid when necessary
- Maintain the School's Accident Register

- ***OTHER specific responsibilities may be attached (to be signed off)***

Signed on behalf of the School:

Received and agreed by: