

## **School Receptionist**

The School Receptionist provides an initial point of contact for visitors to the school site, providing switchboard services to incoming callers and school staff and operating the security systems for entry/exit of the school site with regard to Safeguarding procedures.

### **Key Roles:**

- Welcoming all visitors to the school with friendly and professional reception
- Checking all visitor's identity is valid in keeping with safeguarding procedures
- Managing the school email Inbox directing the messages to the relevant member of staff
- Maintaining an up to date programme of school events for parents and staff
- Monitoring CCTV cameras in the event of an incident happening in school.
- Initiating, enabling and disabling gate cards for staff and sixth form students of the school
- Providing support to outside agencies when dealing with the school.