



**KNIGHTSBRIDGE
SCHOOL**

Job Description: Receptionist

Hours:	7.45am – 5.00pm
Responsible to:	Bursar
Important Functional Relationships:	Internal: Admin Team, Principal, Head, School Management, School Staff, Pupils External: Parents and Visitors to the school

Main Purpose of the Job:

To act as the first point of call for all parents, visitors and callers; to welcome visitors and direct as appropriate; to manage all telephone calls and queries, re directing as appropriate; to support the school secretary, bursar and registrar as required.

Responsibilities:

- To welcome parents & visitors in a professional and hospitable manner, ensuring signing-in procedures are followed;
- To receive and prioritise incoming telephone calls and deal with them appropriately including recording and distributing messages as required;
- To be responsible for registers and the logging in of late and absent children in the relevant documents and passing this information to the relevant staff;
- To collate information for the weekly newsletter;
- Provide assistance to the Registrar & School Secretary, ensuring up to date contact details and medical information is entered into the school management information system (i-SAMS);
- Assist with first aid as required (First Aid Training will be provided);
- Maintain records of accidents and incidents;
- To assist the Bursar with the processing of invoices;
- To be responsible for the school ordering process;
- Maintain a well stocked and orderly school stationery cupboard;
- To maintain high standards of tidiness and order in the school reception area so as to project a professional and welcoming environment for parents, pupils and visitors to the school;
- To cover the school reception during after school events.



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- To perform any responsibilities associated with being a member of the Knightsbridge School team as reasonably directed by the SLT.

Safeguarding Notice

Knightsbridge School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children, and we expect all our staff and volunteers to share in this commitment. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check will be completed for all applicants. Before applying, please review our Policy Statement on the Recruitment of Ex-Offenders.

Equal Opportunities

Knightsbridge School is an equal opportunities employer and welcomes applications from all suitably qualified candidates.

As a provider of employment and education, we value the diversity of our staff and pupils, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our pupils and staff.

Person Specification:

Relevant Experience:

- Experience of a busy administration environment;
- Good standard of computer skills, including Word, Excel, Mail Merge and preferably Google Workspace.

Skills and Attributes

- Outstanding Organisation skills
- Excellent oral and written skills
- Customer service attitude
- Friendly and Professional approach
- Team player, able to work with others
- Quick learner and mentally agile
- An ability to multi-task

Education and Qualifications

- Educated at least to 'A' level or equivalent
- Graduate preferred but not essential