



SIMON LANGTON

Grammar School for Boys

JOB SPECIFICATION

Job Title: Receptionist - Temporary

Job Purpose:

To be responsible for the organisation and development of front of house processes within the school to benefit student learning and staff efficiency. As an essential member of the team, you will keep abreast of developments in your key areas and think creatively and constructively to ensure students, staff and visitors receive the highest standards of customer service.

Responsible to: Executive Coordinator to SMT

Hours: 15/22.5 hours per week over 2/3 days, 8:15am – 4:15pm, Wed – Fri
(Possibly until the end of this academic year)

Required experience

- Experience of working on a busy reception and good administration skills, training can be given

Desired experience

- Experience of reception duties along with good customer service skills
- A good knowledge of computer applications – including Word/Excel/Outlook

Qualifications

- GCSE pass Maths and English

Essential skills

- Good communication skills – both written and verbal
- Excellent organisational skills and the ability to work on multiple tasks
- Good customer service skills
- Completer finisher
- Competent IT skills
- Good team player
- First Aid desirable



SIMON LANGTON

Grammar School for Boys

Support for the School:

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- To contribute to overall ethos, work and vision statement of the school.
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.