

CHESHIRE EAST COUNCIL JOB DESCRIPTION QUESTIONNAIRE

JOB TITLE	Receptionist (Secondary School)	JOB REF NO	AAAE5236
------------------	--	-------------------	-----------------

BASIC JOB PURPOSE

To undertake reception duties which ensure the efficient operation of the school and the security of the school and visitors.

NO	MAIN RESPONSIBILITIES
1	To provide a reception and telephone answering service (both internal and external) to ensure that all callers are dealt with promptly and the image of the school is enhanced
2	Acting as initial point of contact for visitors to the school, and dealing with complaints and enquiries from parents and members of the public
3	Checking and signing for deliveries to the school
4	Taking responsibility for registers and signing in / out books during fire drills
5	Undertake other administrative tasks e.g. photocopying, assist with preparation for parents evenings, processing and franking of mail to facilitate the smooth running of the school.
	Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.