



## **FAST School Receptionist**

### **Main Features of the Position**

The School Receptionist is the first point of call for visitors to the school, parents, staff and children. As the 'face' of the school the receptionist should be welcoming, personable, helpful and able to represent FAST in a professional and friendly manner. In addition it is essential that the person for this role is organized, able to multitask, work flexibly and have a 'can do' approach to work, as no two days are the same.

### **Key Responsibilities**

1. To act as the first point of contact for the school: welcoming visitors and responding to telephone and email enquiries in a helpful and constructive manner and ensuring that appropriate actions are taken in a timely manner.
2. Ensuring the safety and security of the school at all times, making sure that the front door is locked and entry to the premises controlled. Ensuring that all visitors sign in and take a visitor badge where necessary.
3. Communicating with parents regarding all aspects of school life, receiving and passing on information, between parents and teachers, including phoning parents to ascertain reasons for pupils' absence.
4. Assisting with all admissions related tasks, including preparations for and assistance at School Tours, taking calls and recording details of inquiries from prospective new families.
5. Maintaining and updating school information, records and databases.
6. Receive, sort and distribute all packages, deliveries and mail.
7. Ensuring that the reception area is kept tidy.
8. To assist with the ordering of stationery, materials and resources and ensuring that stock levels are maintained.
9. Assisting with various administrative tasks and duties, including mailing and distribution of various documents and updating the school database. (training will be provided)
11. To act as a member of the emergency crisis management team. Duties may include roster verification, communication, etc. Training will be provided by Assistant School Supervisor on crisis management team.

Please send your resume and cover letter to [HR@FASTK8.org](mailto:HR@FASTK8.org)