



Sholing Infant School

Heath Road, Sholing, Southampton. SO19 2QF

Telephone: 023 8044 7447

Email: info@sholinginfantschool.org.uk

Headteacher: Mrs Lisa Houghton, BA(Hons), PGCE, NPQH



POST TITLE:	Receptionist
GRADE:	Grade 4
CONTRACTUAL ARRANGEMENTS:	Term Time: 16.50 hrs a week Monday, Wednesday, Thursday 8.30-12.00 / Friday 8.30-12.00 / 1.00-3.30
ACCOUNTABLE TO:	Operations Manager

PURPOSE OF THE JOB

To provide a welcoming and efficient reception service for the school

KEY ACCOUNTABILITIES

1. To welcome visitors to the school, ensuring that all relevant security and signing-in procedures are followed;
2. To access the school office email and route communications as appropriate;
3. To answer the telephone in a professional manner, routing all calls appropriately and taking accurate messages;
4. To open and distribute incoming post;
5. Support pupils arriving and leaving;
6. To provide refreshments to visitors if required;
7. To provide welfare support to the pupils of the school. This will include giving medicines;
8. To support the Admin Team;
9. To undertake a variety of clerical duties to support other members of the team. This may include:
 - a. Photocopying and collating/distributing documents
 - b. Filing and record keeping
 - c. Taking payments for trips and events
 - d. Stock checks of supplies and resources
 - e. Data entry on school systems

SUPPORTING THE SCHOOL

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.





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2. Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

OTHER DUTIES

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that trust policies and procedures are implemented and followed;
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety

Reviewed May 2026

