



RECEPTIONIST

JOB DESCRIPTION

Salary: £10.50 per hour (to be reviewed in April 2024) - staff benefits included.

Position: Receptionist, permanent, full-time, term-time only position. (part-time considered).

Hours: Negotiable

Closing- Date: 29th March 2024

Interview Date: 3rd April 2024

Start Date: As soon as possible.

Drumduan School is looking for a dedicated Receptionist to work in reception and to help on break duty. The successful applicant will be responsible for dedicating their time and effort to helping Drumduan School as part of a volunteer team.

MAIN RESPONSIBILITIES

Reception Volunteers are required to:

- Answer phone, take messages, pass on messages to relevant people and check the answering machine regularly.
- Answer the door and greet visitors.
- Sign visitors in and give them a visitors pass.
- Check reception emails – answer parent messages, send out emails on behalf of teachers/staff members to the community.
- Check registers each morning and phone parents if necessary.
- Keep physical forms fully stocked.
- Playground duty – cover break and lunch where applicable.
- Help out with: deliveries, photocopying, keeping us WIFI limited/free, tidying reception/foyer.
- Open mail when appropriate.
- Sign up to the PVG Scheme.
- Admissions first-point-of-call
- Social media assistant
- File organisation
- Newsletter information assistant
- Magazine information assistant
- Incident/Accident report record keeping
- Update school roll and other databases.
- Liase with cleaning staff about needs (stock, hours etc.)



- Update minibus and events rotas' and spreadsheets.
- Liase with volunteers.

As a representative of this School, you are required to act with responsibility, dignity and respect within the community.



PERSON SPECIFICATION

	Essential	Desirable
Qualifications & Experience		<ul style="list-style-type: none"> • Basic knowledge of Outlook and Excel. • First aid trained.
Knowledge, Skills & Ability	<ul style="list-style-type: none"> • Excellent verbal & written communication skills. • Approachable & skilled in communicating with individuals at all levels. • Basic IT skills 	<ul style="list-style-type: none"> • Ability to work with conviction & motivation in the development & growth of Drumduan School.
Personal Characteristics	<ul style="list-style-type: none"> • Organised and efficient. • Positive and proactive. • Responsive and responsible. • Excellent written and verbal communicator. • Feels at home in a small, impact-driven organisation. • Willing & able to join the PVG scheme. • Willing & able to sign a contract & a discretionary clause. • Understanding of all safeguarding policies and procedures. 	



ESSENTIAL APPLICATION INFORMATION

Drumduan School is committed to safeguarding children and young people and requires all staff and volunteers to share this commitment.

Candidates must be suitable to work with children and will be expected to be registered with the PVG (Protecting Vulnerable Groups) Scheme, under Disclosure Scotland. Candidates must have the right to work in the United Kingdom.

If interested, please express your interest in writing to holly.lazenby@drumduan.org stating the days and hours you are available to commit to on a regular basis.

Thank you so much for considering this volunteer role.