



Longridge High School

Excellence and ambition from all, for all

Post title: Receptionist and Admin Support					
Directorate: The Bay Learning Trust			Location:	Preston	
Establishment or team:		Longridge High School		Post number:	N/A
Grade:	Grade 4	Staff responsibility:	N/A	Essential Car user:	N/A
Scope of Work – appropriate for this post: The School Receptionist serves as the first point of contact for students, parents, staff, and visitors. This role is responsible for maintaining a welcoming and professional front office environment, managing communications, and providing administrative support to the school office.					
Accountabilities/Responsibilities – appropriate for this post may include: <ol style="list-style-type: none">1. Provide the Senior Leadership Team and general clerical / administrative support, including word processing, minute taking, filing routine correspondence, distributing mail etc.2. Routine administration, including postage, filing and photocopying etc.3. Maintaining and updating manual and computerised records including, for example, records of free school meals, school trips, registers, examinations etc including related financial administration.4. Administration of medicines as per medical plan5. Organisation / Admin of School Events.6. Undertake reception duties including answering telephone with a courteous and professional manner and respond to routine queries, including, where appropriate, dealing with visitors on behalf of the Headteacher7. Monitor visitor access and maintaining security and safeguarding protocols. General <ol style="list-style-type: none">1. Allocation of work and demonstration of duties to lower graded administrative/clerical support as necessary.2. To work within school policies and procedures.3. To contribute to the provision of an effective environment for learning.4. To support the promotion of positive relationships with parents and outside agencies.5. To attend skill training and participate in personal/performance development as required.6. To take care for their own and other people's health and safety.7. To be aware of the confidential nature of issues.					

Additional supporting information-specific to this post.

Prepared by: D Walton

Date: 25/06/2025



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The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

