

## School receptionist

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Company: Teach360

Location: Tower Hamlets

Category: educational-instruction-and-library

School Receptionist- Tower Hamlets- Immediate start - £85 - £100 per day

School Receptionist to earn £85-£100 a day depending on experience

School Receptionist r must have experience in using SIMS

School Receptionist who has previously worked in a school

School Receptionist with an understanding of computer software, Microsoft word and Microsoft excel

School Receptionist who is approachable and friendly

Is a school receptionist seeking a new opportunity in a dynamic learning environment?

Would you consider yourself friendly and enjoy meeting and greeting others?

Want to pursue a position as a School Receptionist?

\*\*\*If you have answered YES to the above, then this is the perfect School Administrator role for you!\*\*\*

About the Role: School receptionist in Tower Hamlets

Provide visitors with necessary information and direct them to the appropriate person or

location

Answer incoming calls, provide information, take messages, and direct calls to the appropriate personnel.

Providing assistance and resolving issues when requested by parents, students, and the public.

Keep track of student attendance, ensuring accurate records are maintained. They may also coordinate with teachers and administrators to follow up on absences and handle attendance-related matters.

Provide assistance with various administrative tasks, such as handling correspondence, filing documents, managing mail, and maintaining student records.

Ensure the security of the school premises by monitoring visitors and implementing visitor sign-in procedures.

Maintain strict confidentiality of sensitive information such as student records and personal details.

#### About The School: School Receptionist in Tower Hamlets

This is a vibrant school in Tower Hamlets are looking for an experienced School Administrator to join their friendly team. You will be highly support in this school by other school administration staff, SENco, Senior leads and teachers. A School receptionist who has had experience using computers and working in an admin role would be fantastic for this position!

\*\*\* If you believe you are the person who fits the description above, then please get in touch now with Channon at Teach360 on (phone number removed)

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