



Job Description

Job Title	School Receptionist / Admin Assistant	Grade	LBR 4 point 7 - £23,092 pro rata
Reports to	Office Manager		
Purpose of job			
<ul style="list-style-type: none">• Projecting a positive image of the school in dealing with the public, parents and staff• Providing strong commitment to customer care to cover all reception duties where required at the Primary and Secondary School• Providing professional and efficient admin support in accordance with agreed policies and procedure, ensuring compliance with all relevant legislation; maintaining confidentiality and high professional standards at all times• General administrative duties in the school office			
Main duties and responsibilities			
<ul style="list-style-type: none">• To take messages from staff and students at the start of the day. Ensure staff absences are reported to PA• To deal with window enquiries from staff, students and visitors• To check students’/visitors’ access and exit to and from the school site via the electronic gates• To monitor the Sixth Form signing out and the home study log• To be first response to telephone calls• To respond to staff enquiries via e-mail e.g. responding to ‘absent from lessons’ emails• To update the electronic registration system – completing registers as required and updating signing in and out books• To complete and distribute the weekly reports to Year Leaders• To deal with incoming post –sorting and distributing• To deal with outgoing post – weighing and stamping with correct postage, and recorded delivery/certificate of posting records• To enter data and send out all coursework and examination documents, as required• To maintain the franking machine – e.g. uploading new software and replacing ink• To sell students’ school stationery e.g. school planners and pens• To carry out general clerical support and assistance for staff• To send out celebration postcards weekly and maintain the log• To complete filing as required• To make appointments with parents for staff as required• To be the first point of call for lost property• To fill and sign the school section of forms for students• To log and return to parents confiscated mobile phones• To co-ordinate the collecting and distributing of orders for school photographs• To ensure the reception area is kept clean and tidy• To carry out any other clerical duties as defined by the Office Manager			
<p>The Office Manager shall delegate duties to the administrative team as seen fit for purpose and shall be responsible for introducing working practices and implementing training on new procedures to ensure a safe and harmonious working administrative environment.</p>			
General			
<ul style="list-style-type: none">▪ To attend and participate in relevant meetings, training and other learning activities▪ To be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person▪ To demonstrate an understanding of and commitment to equal opportunities and diversity and to the			

standards of customer care

- To be responsible for own health and safety as well as that of colleagues, students and the public

Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment