



**FAIRFIELD  
HIGH SCHOOL**

Peterchurch, Herefordshire, HR2 0SG | 01981 550231 | admin@fairfield.hereford.sch.uk | Head Teacher: Mr Paul Jennings

**Front Office Administrator**

<b>Job Title:</b> Front Office Administrator	<b>Post No:</b> RP21	<b>Grade:</b> HC4 equivalent
<b>Organisational information:</b>		
<b>Responsible to:</b> Director of Finance and Admin		
<b>Key relationships/Functional links with:</b> Students, staff, parents, directors, visitors and external agencies, as necessary.		
<b><u>Main Purpose of Job</u></b>		
To welcome visitors, staff and students with a professional manner.		
Efficiently and effectively undertake admin tasks for the front office and to cover reception as and when required.		
To integrate fully into the life of the school with commitment and enthusiasm.		
Assist with First Aid for students as and when required.		
To undertake any other duties at the reasonable request of the Director of Finance or Head Teacher.		

<b><i>The jobholder will be expected to complete the responsibilities / accountabilities effectively.</i></b>
<b><u>Administrative/ Office Tasks</u></b>
<ul style="list-style-type: none"> <li>• To respond to routine correspondence, whether by email, phone or letter.</li> <li>• To listen to answerphone messages daily, record and deal with messages as required.</li> <li>• To take notes, if necessary, at meetings and distribute these accordingly.</li> <li>• To undertake typing/word- processing duties, including those requiring more complex formatting.</li> </ul>



- To collate and maintain lists for various events e.g. Parents' Surgery; list appointments for staff; contact parents for appointments; update spreadsheet following the event.
- To arrange school trips, photographs, work placements, events etc.
- To assist with collating information and preparing Year 11 references.
- To word process letters and other documents, as required.
- To file and archive documents, including moving each year group at the end of the academic year.
- Routine photocopying as necessary.
- Assisting with First Aid of students when required.

### **Information**

- To produce lists/information/data as required e.g. class lists, free school meals, school transport.
- To assist with the maintenance and collation of student reports, including checking for corrections; printing; ensuring second copies are made; recording postage and filing.
- To ensure that register trays are up to date and regularly cleared; that letters go out on time and slips are returned.

### **General**

- To assist as required with students who are unwell or need first aid.
- Covering Reception duties as and when requested.
- To undertake any duties that may be required at the reasonable request of the Head Teacher.

### **Other information:**

Disclosure type: Enhanced.

### **General information:**

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the School's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns.

### **Safeguarding and equal opportunities**

- To share the schools' commitment to safeguarding all learners by completing regular KCSIE training and by following school safeguarding procedures at all times.
- To promote equal opportunities at all times



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Please note that this is not a comprehensive list of all tasks that the postholder will carry out.

**To undertake any other duties at the reasonable request of the Head Teacher.**

*This job description should be read together with the normal professional duties and expectations for staff as set out in the Staff Handbook and policies and the most recent documentation and guidance on safeguarding children.*

Line Manager Name:

Line Manager Signature: