

Receptionist and Admin Assistant

Job Title: Receptionist and admin assistant	Post No: RP21	Grade: HC4 equivalent
Organisational information: Responsible to: Director of Finance Key relationships/Functional links with: Students, staff, parents, directors, visitors and external agencies, as necessary.		
Main Purpose of Job: To be the first point of contact for all visitors and staff in school. To welcome visitors, staff and students with a professional manner. To cover reception effectively and efficiently and undertake admin tasks as required. To integrate fully into the life of the school with commitment and enthusiasm. To undertake any other duties at the reasonable request of the Director of Finance or Head Teacher.		

The jobholder will be expected to complete the responsibilities / accountabilities effectively.

Administrative/ Office Tasks

- To undertake reception duties, answering routine enquiries and signing visitors in and out of the school.
- To respond to routine correspondence, whether by email, phone or letter.
- To listen to answerphone messages daily, record and deal with messages as required.
- To answer routine telephone enquiries, and take messages or pass on to other members of staff, as required.
- To take notes, if necessary, at meetings and distribute these accordingly.
- To undertake typing/word- processing duties, including those requiring more complex formatting.
- To open and distribute the post at the start of the school day, and to ensure that outgoing post is recorded and dispatched.
- To collate and maintain lists for various events eg 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 manage the archive room effectively and ensure that it is organised and tidy.
- To file and archive documents, including moving each year group at the end of the academic year.
- Routine photocopying as necessary.

Information

- To maintain manual records and computer databases eg entering new student information on SIMS; creating electronic and paper files for new students including preparation for new Year 7.
- 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 check attendance registers for the afternoon session and follow up absences; update absence records throughout the day; checking signing in and out system and physical presence of students on site if required.
- 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.
- To undertake any duties that may be required at the reasonable request of the Head Teacher.
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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

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:

Date: