



## **JOB DESCRIPTION**

<b><u>Post Title:</u></b>	Reception / Telephone / Admin Assistant
<b><u>Main purpose of job:</u></b>	To provide reception, telephone and administration support
<b><u>Responsible to:</u></b>	School Business Manager
<b><u>Grade:</u></b>	Scale 2 (CPS 12-13)
<b><u>Hours:</u></b>	8:00am – 3:45pm Term Time Plus 5 INSET Days (39 weeks)

### **Main duties and responsibilities**

#### **Reception**

1. Undertake reception duties dealing with face to face enquiries.
2. Sign visitors in and out.
3. Accept, check and sign for deliveries.
4. Arrange orderly and secure storage of supplies.
5. Monitor people entering and leaving the premises.
6. Answer routine telephone calls, take and pass on accurate messages using email.

#### **Administration**

7. Provide routine clerical support using relevant office equipment (eg photocopier, fax, email system), complete routine forms.
8. Undertake typing using Word.
9. Input to Excel spreadsheets, data analysis and other IT based tasks.
10. Maintain manual and electronic records / management information systems (SIMS)
11. Assist Senior Leadership Team and school office with administrative tasks.
12. Create school ID badges as requested.
13. Keep a record of entry fobs.

#### **General School Admin**

1. Assist with pupil first aid and welfare duties, looking after sick pupils, liaising with parents/staff etc.
2. Use specialist skills to undertake the administration of medical procedures following training.
3. Operate relevant equipment and ICT packages (e.g. SIMS, word, excel, databases, Internet).
4. Cover reception duties as required, dealing with personal and telephone enquiries and taking action on own initiative as necessary.
5. Take and produce minutes of meetings as directed.

6. Assist with the preparation of trips, visits, events, parent evenings, prize giving, exhibitions and functions.
7. Provide general clerical and administrative support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence.

### **Other duties**

8. Undertake any other such duties as the Headteacher may reasonably require from time to time.
9. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
10. Be aware of and support difference and ensure equal opportunities for all.
11. Contribute to the overall ethos, work and aims of the school.
12. Appreciate and support the role of other professionals.
13. Attend and participate in relevant meetings as required.
14. Participate in training and other learning activities and performance development as required.
15. Be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and "Keeping Children Safe in Education" (2016) in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
16. Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.



## **PERSON SPECIFICATION**

### **1. Experience**

- Greeting guests and visitors and making them feel welcome in a positive and friendly manner.
- Working on a switchboard co-ordinating calls and prioritising work.
- Using Outlook, Word, Excel and PowerPoint
- Experience clerical duties and office procedures.
- Ability to promote a positive image of the School.

### **2. Qualifications**

- Good level of written and spoken English (GCSE A-C or equivalent).
- Good level of Maths (GCSE A - C or equivalent).
- Demonstrable good level of IT knowledge (Word Excel, PowerPoint, Outlook – email & diary management).

### **3. Knowledge and Skills**

- Good understanding and ability to use relevant technology e.g. telephone switchboard / photocopier / laminator.
- Excellent telephone manner with clear spoken English.
- Participate in development and training opportunities.
- Ability to relate well to children and adults.
- Ability to handle confidential information.
- Ability to work largely on own initiative and to make effective use of time.
- Excellent time-keeping skills.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- An understanding of the schools equal opportunities policy and how it is implemented.
- Good numeracy/literacy and communication skills.
- Experience using SIMS an advantage
- British Sign Language a distinct advantage