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|  | EDMONTON COUNTY SCHOOL JOB DESCRIPTION |
| Date | October 2018 |

Post Title: Resources Technician / Receptionist
Grade: Scale 2
 36 hrs per week, 40 weeks per year
 Core hours are 08.15am – 4.00pm

Responsible to: Technicians Manager and Office Manager, ultimately the Executive Headteacher

Basic Objectives of the Post: To support of the Resources Department in providing a whole school resource service under the supervision of the Technicians Manager. To be the relief receptionist for the School Reception ensuring all school procedures are applied when greeting visitors. To assist in the smooth running of the school office under the supervision of the Office Manager. Additional duties include the

Resources Main Duties and Responsibilities:

1. To provide assistance to members of the teaching staff with the production of learning resources materials, using equipment such as the photocopier, risograph, laminator, binder, collator, and digital/video cameras, where possible maintaining the equipment in good working order.
2. To provide staff with a service that includes administrative tasks, such as collating booklets, typing worksheets, etc.
3. To copy videos/CDs at the request of teaching staff.
4. To keep a record of audio-visual equipment/digital cameras loaned to staff.
5. To order and maintain supplies of resources, storing appropriately.
6. To use ICT for the production of resources for departments, typing and data
7. To assist in the production and maintenance of displays around the school.
8. To provide PC consumables to departments, ensuring that requisitions sheets are filled in correctly.
9. To monitor and replenish standard forms for the staff rooms.
10. To maintain staff room notice boards; removing out of date information, and clearing of communal areas of any unnecessary papers.

Administration Main Duties and Responsibilities:

1. To act as receptionist, ensuring school visitor procedures are followed. To be an initial point of contact for enquiries by telephone or in person, advising staff, parents, pupils etc. on administrative procedures and an appropriate source of help or information. To operate the

school's switchboard. To distribute messages, forms, letters, equipment etc. to pupils, parents or staff as necessary.

2. To obtain relevant information from the database for use in correspondence (mailmerge) and for staff when necessary: to look up pupil details, to generate class lists, year lists, labels, envelopes etc.
3. To provide typing and data input for staff as required, some of which is of a confidential nature. To duplicate materials for staff using the photocopier and the risograph. To collate, bind and laminate materials should the need arise.
4. If required, to provide absence cover for the student reception to give student support and basic first aid.
5. To receive and distribute internal and external mail in a timely manner.
6. To assist Campus Administrator with general administrative duties as required under direction of the Administration Manager.
7. To provide refreshments for visitors as requested by senior staff.

Other Duties:

1. To ensure that Data Protection regulations are adhered to throughout the office, informing the Office Manager of any requests for information other than from approved agencies: DfES, LEA.
2. To exercise responsibility under the Health and Safety at Work Act as laid down or as amended from time to time by school procedures. To ensure all necessary records are accurate.
3. To uphold and further the school's equal opportunities policy and to carry out duties effectively and without discrimination.
4. Any duties on behalf of Edmonton County School within the London Borough of Enfield.
5. Any other reasonable duties within the scope of this function and grading as directed by the Executive Headteacher or line manager
6. To act at all times in accordance with school policies and to provide a professional role model for pupils, parents and other staff.

As part of your contracted hours you will be asked to work the occasional evening to assist with school events such as parents evenings and additionally to this you will be contracted to work up to 3 days during the school summer break to help ensure preparations for the new school term are in place.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.