

ROYAL ALEXANDRA AND ALBERT SCHOOL



JOB DESCRIPTION

Job Title:	School Receptionist/Admin Assistant
Reports to:	Office Administrator
Hours per week:	24.5 hours per week/39 weeks per annum (term-time plus 4 weeks during school holidays by agreement)
Hours, days of work:	8am – 4pm Three days per week 8am – 12noon Alternate Saturdays (15 per year).

The post involves working some Saturday mornings due to Saturday Schooling.

Weeks per year: 39 weeks per year (term time plus 4 weeks during school holidays by agreement to cover office staff holidays).

Salary: Actual salary £9,205 (£16,068 FTE)

Main Purpose:

To provide clerical and administrative support for the entire school, through undertaking tasks which require some generalist knowledge and skills, as well as assisting the Attendance Officer and Office Administrator in the day to day running of the School Office.

Main Activities

Administration:

- To act as a point of contact for all school enquiries either by telephone, email or face to face
- To contribute to the smooth running of the school reception and office
- Locate pupils in lessons to pass on urgent messages from parents and/or teaching staff
- Maintaining Tea/Coffee/ Milk levels for the Staff Room and School Office

- General office duties, including to type and prepare documentation as required
- To sort and distribute the incoming post and to sort and frank outgoing post
- To take responsibility for the reception area, ensuring that it is kept tidy, informative, welcoming and manned all day
- To search information and input data and information into school systems as required.
- To assist with general office tasks including filing and photocopying as directed
- To record and sign visitors and pupils in and out of the school and issue visitors passes as necessary
- Book taxis as required
- To telephone 999 for ambulance and/or police attendance when requested in an emergency situation
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection
- Contribute to the overall ethos/work/aims of the school
- Participate in training, other learning activities and performance development as required
- To act as part of the Fire Warden Team
- Any other duties commensurate with the duties/responsibilities/grade of the post

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.