

### Job Description

## Receptionist - Administrative Assistant

<b>Responsible to:</b>	<b>Grade: 4</b>
<b>Hours:</b> Variable	<b>Duration:</b> Term Time Only
<b>Main Location:</b> Faringdon Community College	

**Context :** Provide routine reception, general clerical and administrative support to the school.

### Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- Monitor main school email account, answering routine emails and referring emails to staff members where appropriate.
- Act as a first aider, looking after injured/sick pupils and liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.

### Administration

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute and post incoming and outgoing mail.
- Manage meeting room bookings for outside agencies.
- Manage the school mini-bus booking register.
- Produce ID badges for Academy Staff.
- Monitor CCTV – recording and storing information relating to incidents.
- Annually update the staff pigeon holes.
- Send out generic information emails to all staff.
- Undertake ad hoc administrative tasks.

### Resources

- Operate office equipment e.g. photocopier, computer
- Arrange orderly and secure storage of supplies

### Responsibilities

- 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
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required

<sup>1</sup> Faringdon Academy of Schools (FAoS) Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.

A full list of schools within FAoS can be found at [www.faringdonacademy.org](http://www.faringdonacademy.org).

- Participate in training and other learning activities and performance development as required

## Qualifications and Experience

Qualities	Essential/Desirable
<b>Experience</b> General clerical/administrative work.	E
<b>Qualifications &amp; Training</b> NVQ 1 or equivalent qualification or experience in relevant discipline Good numeracy/literacy skills	E E
<b>Knowledge &amp; Skills</b> Appropriate knowledge of first aid Good understanding and ability to use relevant technology e.g. photocopier Keyboard/computer skills Participate in development and training opportunities Ability to relate well to children and adults Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	D E E E E E