**Job description**

## Job Title: Receptionist/Administration Support

## Pay Range: B1

**Hours:** 37 per week, TTO - 8am – 4pm

**Responsible to:** Principal’s PA

## Role: Under the direction/instruction of the Principal’s PA, provide full time reception duties and administrative support in the school office.

* Undertake reception duties, answering routine telephone and face to face enquiries and the signing in of visitors
* Provide routine clerical support e.g. Photocopying of ID documents, filing, emailing, completing routine forms
* Act as the first point of contact for visitors, parents and pupils – both in person and on the telephone. It is expected that everyone will be dealt with in a courteous, professional, calm and friendly way
* Provide an excellent customer service to parents, pupils, colleagues and visitors to the school
* Undertake typing, word-processing and other IT based tasks, as required
* Sort and distribute mail, incoming and outgoing. Ensure all post is sent on a daily basis.
* Arrange distribution of supplies when deliveries arrive.
* Report inappropriate pupil behaviour and convey serious incidents to Principal’s PA as appropriate
* Be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support equality policies
* Contribute to the overall ethos/work/aims of the school
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Support induction and training of new staff as required by the manager
* Support the wider administration team as required and undertake any other reasonable duties as reasonably directed.