St Peter's Eaton Square C. of E. Primary School

Job Description

Post Title:	**Receptionist/Administrative Assistant**
Responsible to:	**Head and School Administrator**
Pay Range:	**Band 1 Step 2 £19,299.00 pro rata – (£16,911.35 term time only) 36 hours per week**

Job Purpose

- To be the first point of contact for all staff, students and visitors, providing an efficient and welcoming reception environment and dealing effectively with all enquiries.

- To provide an efficient and effective administrative service including distribution and despatch of post and dealing with general enquiries from staff, students and visitors.

- To provide an administrative service to the school.

Description of Duties

- Responsibility for ensuring all visitors are issued with an ID badge, follow the correct procedures for signing-in/out, contacting the appropriate member of staff and ensuring they are accompanied in line with safeguarding procedures.
- Responsibility for answering telephone calls and dealing with messages in a professional and helpful manner, ensuring appropriate action is taken.
- Responsibility for regularly checking the school email inbox and dealing appropriately with messages and routine requests.
- Dealing appropriately with deliveries and liaise with site care and finance as appropriate.
- Managing the flow of students in the reception area, assisting with enquiries and directing as appropriate.
- Participating in school events, such as open evenings.
- To administer basic first-aid, training will be provided.
- Dealing with the distribution of incoming post and the despatch of outgoing post, ensuring appropriate recording if required.
- Providing general administrative support, writing letters and photocopying and distributing general information.
- Keeping up-to-date with school activities in order to respond efficiently to queries and provide a knowledgeable information service, e.g. planned meetings, events, etc.
- Assisting the Administrator and Leadership Group in supporting the work of the administrative team, e.g. school mail outs, filing, shredding of confidential information, etc.
- Co-ordinating ad-hoc room booking requests.
- Carrying out administrative tasks as required to support the curriculum area, e.g. typing, filing, photocopying etc.
- Assisting the teachers in the administrative processes involved in running a school trip or journey following the trip and risk assessment guidance.
- Assisting in the collection of money as required.

This is not an exhaustive list of duties and the postholder may be required to undertake other duties commensurate with the level of this post as requested by the Head.