

A Foundation Specialist School

Job Description: RECEPTIONIST/CLERICAL ASSISTANT

Grade: Kent Scheme (KR 3)

Responsible to: Finance & Business Manager

Purpose of the Job

To provide general clerical and reception support in order to ensure smooth running of the school and representing the school in a professional and friendly manner as the first point of contact for the school.

Main duties and responsibilities

1. To secure the observation and integration within everyday practice of "Keeping Children Safe in Education" to safeguard and promote the welfare of children working together to safeguard children and to be aware of and pro-actively observe all school policies.
2. To undertake varied general administrative duties which will include opening and distributing incoming mail/franking outgoing mail for collection.
3. To operate the Siemens Hicom digital terminal, telephone system, Paging and Gate systems, receiving and transferring calls.
4. To act as the first point of contact for the school, welcoming visitors and responding to enquiries in a helpful and constructive manner and ensuring that appropriate actions are taken in a timely manner.
5. To undertake word processing of letters, reports and other documents as appropriate, using Microsoft Office software.
6. To maintain computerised records and generate reports as requested.
7. To process petty cash requests ensuring financial controls are adhered to; to maintain dinner money records and process payments and prepare income for banking.
8. It is in the nature of the work of special schools that many tasks and responsibilities are unpredictable and varied. All staff are therefore expected to work in a flexible way and, when occasions arise, to undertake tasks not specifically covered in their job description.
9. To carry out other duties as required by the senior staff.