



## **KOINONIA FEDERATION**

St Mary Magdalene C of E School (Secondary Phase)  
*Blackheath Campus*

### **Receptionist/Administrator**

#### **Job Description**

##### **General Duties**

To be responsible to the Co-Headteachers and the School Business Manager for the administrative work of the school office, assisting in the reception of visitors to the school and such clerical work as is appropriate. To play a key role in the work of the school by acting as the first point of contact between the school and parents, teachers and support staff, visitors and governors.

To maintain at all times strict confidentiality in all aspects of the position.

##### **Specific Duties**

- To answer the school's entry phone system and act as receptionist, receiving and welcoming visitors to the school. To register, check credentials and issue visitor badges.
- To conduct and filter telephone enquiries.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc. and help maintain the school's records on first aid.
- To provide refreshments for visitors and meetings.
- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete standard forms.
- Maintain manual and computerised records/management information systems.
- Undertake typing, word-processing and other IT based tasks.
- Undertake routine administration e.g. registers/school meals.
- To sort and distribute mail. To prepare outgoing mail for postage.
- To attend and participate in relevant meetings as required, and take minutes when necessary.
- To operate relevant equipment/ICT packages (e.g. Word, Excel, databases, spreadsheets, and internet).
- To make full use of the computer aided administration systems available in the school and specifically to input data to computerised systems in accordance with agreed procedures and to interrogate and update the systems (SIMS.net).
- To appreciate and support the role of other professionals.
- To participate in training and other learning activities and performance development/appraisal systems as required.



- To 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 the appropriate person.
- To promote the school's and the Council's Equal Opportunities policies in a manner compatible with the duties of the post.
- In discharging the duties of the post to have due regard to the provisions of the Health and Safety at Work legislation.
- To contribute to the overall ethos/ work/ aims of the school.
- To maintain confidentiality at all times.