**JOB DESCRIPTION**

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| **Job Title** | Receptionist & Administrative Assistant for Croxley Danes School |
| **Line Manager** | Headteacher’s PA |
| **Working Week** | 37 hours per week  Mon – Thurs: 8.00am to 4.00pm  Fri: 8.00am to 3.30pm with 30 minutes’ lunch (unpaid) |
| **Weeks Worked** | Term Time only plus 5 INSET days |
| **Holiday Working** | Two weeks |
| **Pay range** | H3 |

**Core Purpose**

To provide reception services at the school and fulfil specified administrative responsibilities.

**Main Duties and Responsibilities**

* Provide a professional service as the first line of response for telephone enquiries and visitors to the school, ensuring that safeguarding procedures for visitors are followed
* Arrange annual Primary school visits and compile all the corresponding paperwork to enable the visits to happen
* Order and maintain a stationery supply for school administration / whole school distributions to students and parents
* Order all Teacher and Admin Staff and student planners etc.
* Maintain SLT/Friday detention register on Sims and prepare and issue letters to parents for student detentions
* Receive and administer internal emails and keep up to date all staff email groups.
* Maintain School Trips file in Reception
* Input Speech Day prizes for individual students onto Sims
* Maintain voicemail system, including the allocation of numbers, training of staff and use of automatic forward messaging and answer phone greeting
* Maintain and circulate to all staff a current staff listing including telephone extensions, voicemail numbers and email addresses
* Maintain Student Archive information in filing room
* Maintain and update Visitor/Contractors’ Single Central records
* Maintain Monday, Wednesday and Friday all staff briefing notes
* Deal with all external/Internal correspondence. Maintain all pigeon holes in staff room
* Maintain the appearance of the Reception area
* Maintain up to date lists of confiscated items
* Keep records of franking machine budget and stamp purchases
* Assist in providing a reprographics service for staff
* Liaise with coach company and Transport Dept at Herts LA regarding school requirements for buses within term dates, special events and timetable
* Liaise with the school’s locker provider as necessary
* Administer the Find My Kit system and oversee lost property
* Act as fire warden as required, following procedures in the event of fire or other cause of evacuation / lock down
* Termly Update Solero on Hertfordshire Grid term dates after consultation with SLT

**Equalities**

The post holder is required to be aware of and support difference and ensure that the school’s equalities and diversity polices are followed.

**Health & Safety**

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

**Criminal Records Check – Disclosure & Barring Service (DBS)**

All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means that all convictions must be declared, including those that would generally be regarded as ‘spent’. A disclosure from the Disclosure & Barring Service (DBS) will be sought as part of the school’s pre-employment checks. The DBS will provide a report to you and the Local Authority on whether you have any criminal convictions, including cautions and bind-overs.

**Additional Information**

The post holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities and in performance management and development as required by the school’s policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in the duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

**Supervision/Job Context**

The post holder is managed by the Headteacher’s PA.

**Contacts**

The post holder will work with all members of staff in the school and have contact with students, parents, governors, advisors and all other visitors to the school.

**Knowledge, Experience and Training**

**Essential:**

* Experience of working in an office environment in an administrative role.
* Experience of ICT (Microsoft Excel, Word & Outlook).
* Excellent numeracy and literacy skills, including English and Maths GCSE at grades A\* to C
* Excellent organisational skills, including the ability to prioritise and multi-task
* The ability to communicate on all levels on the telephone, in person and in written communication with a range of stake-holders
* Ability to understand the needs of students, visitors and staff.

**Preferable:**

* Knowledge of school procedures, including safeguarding
* Experience of using the SIMs MIS package

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|  | Name | Signature | Date |
| Post Holder |  |  |  |
| Line Manager |  |  |  |
| SLT |  |  |  |

NB Signed copy to be returned to Staff Administrator for Personnel Records