



JOB DESCRIPTION

Post	Administration Assistant & Receptionist
Grade	Scale 5-6, full time, term time only plus one week
Responsible To	Office Manager
Purpose of the Post	To provide administrative assistance and receptionist services as part of the Schools' Administration Team

Reception Duties

1. To undertake reception duties and provide advice and guidance to visitors including members of the public, parents and service users.

Admin & Clerical Tasks

2. To undertake typing and word processing of confidential reports, correspondence and any other relevant documentation.
3. In accordance with service standards respond to enquiries, both verbal and/or in writing, from a wide range of contacts.
4. To manage the upkeep of manual records and the inputting of computerised records and filing systems.
5. To deal with general correspondence and enquiries, and where appropriate refer more complex matters to supervisors.
6. To complete forms, statutory returns, documents etc., including those to outside agencies
7. To compile and distribute agenda items, arrange meetings, take competent minutes of the meeting and distribute the minutes in accordance with agreed timescales as and when required.
8. To analyse and evaluate basic data / information and produce reports information / data as required.
9. To assist in the maintenance of systems for storing, retrieving and disseminating information using manual and IT processes.
10. To operate office equipment e.g. photocopier, scanner, shredder, franking machine etc.

General Duties and Responsibilities

11. To participate in all aspects of training and development. To be trained as one of the Schools' many First Aid Officers.
12. To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.
13. To communicate the Health and Safety Policy, procedures and guidelines to all employees under the management/supervision of the postholder. To monitor compliance with the policy, procedures and guidelines and keep appropriate records where required.
14. To comply with the School's Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
15. To be responsible for the implementation of the School's Human Resource policies and procedures including Employee Relations, within the remit of the post.
16. To comply with the School's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post

Review of Performance

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.

Generic Responsibilities of all Rainhill Staff

1. To work consistently to uphold School's aims and those of Stephenson MAT.
2. To comply with all School Policies and Procedures
3. To participate in all aspects of training and development.
4. To be trained as one of the Schools' Emergency First Aid Officers
5. To work in a co-operative and polite manner with all Stakeholders.
6. To work with Students in a courteous, positive, caring and responsible manner at all times.
7. To take an active and positive role in the school's commitment to the development of Staff, and their annual review procedures.
8. To uphold all School policy and procedure towards safeguarding and promoting the welfare of children and young people.
9. To work with visitors to the School in such a way that it enhances the reputation of the School.
10. To present oneself in a professional way that is consistent with the values and expectations to the School. The appearance of all staff should at all times be supportive of school policies for the Students; e.g. 1 professional, and appropriate, appearance at all times including when out of School, e.g. trips, CPD etc.
11. Any other duty deemed reasonable, as directed by the Chief Operating Officer or Headteacher.

Review of Performance

The post-holder will be subject to an annual review of performance. The agreed targets and performance against targets will influence progression. There is recognition that job tasks vary over time.

The post is subject to Enhanced Disclosure

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.