

**Home School** Trinity Church School

# Job Description – Receptionist/Admin Assistant

**Grade** 3 **Responsible to:** School Administrator

1. **Job Purpose**
* To act as first point of contact to visitors and callers.
* To undertake a range of administrative, clerical and typing/word processing work, providing support to all members of the school staff.

### Main Duties and Responsibilities

1. To provide an efficient reception service at the school ensuring all visitors sign in the visitors book and

notifying the person they are visiting.

1. To assist with the Single Central Record of staff and visitors to site.
2. To provide, using up to date word processing software, a confidential typing/ word processing service to the Headteacher, teaching and other support staff of the school, producing well-presented and accurately typed correspondence, reports, minutes, agendas and tables.
3. To assist in the creation of booklets and school publications, such as the newsletter, using word processing and other document producing/ desktop publishing software.
4. To undertake a range of clerical and general office duties including filing, duplicating, photocopying, maintenance of both paper and electronic filing and record systems and other clerical support to assist in the efficient operation of the school.
5. To assist as required in the receipt, despatch and circulation of post and in the maintenance and monitoring of school diary, appointment and visitor record systems.
6. To update the schools website.
7. To send correspondence on behalf of staff members either by post or email.
8. To generally assist the Business Manager, School Administrator or other responsible officer in the administrative arrangements of school events and the provision of efficient support services to the Headteacher, Governors and teaching staff of the school.
9. To undertake other appropriate duties at the request of the Headteacher, Governors, teaching staff or support staff management of the school.
10. To assist, at the discretion of the School Business Manager, in undertaking a range of administrative functions such as the collection, recording of monies, the maintenance of returns, registers and pupil records, the ordering of stock and consumables, the arrangement of transport and liaison with other support staff and teaching staff as appropriate.

### 3. Qualifications and Experience

**Essential**

Evidence of a good basic education with a minimum of 4 GCSEs at Grade C (4), or equivalent, one in English Language.

Typing/ Word Processing to RSA II (ability to type at 50 wpm) and intermediate level in word processing and excel for general secretarial/administrative responsibilities.

### Desirable

Previous experience of working in a school preferred.

Advanced level word processing desirable and experience of SIMS software would be advantageous for the general secretarial responsibilities.

**4. Physical Effort**

The postholder will not be expected to undertake any physical effort/strain over and above what would normally be incurred in a day to day office environment.

**5. Working Environment**

The postholder will not be exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day to day office environment.

#### 6. Other Information

#### Norton Hill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post prior to commencement.

The postholder will be expected to undertake any appropriate training provided to assist them in carrying out any of the above duties.

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

The post is Term Time Only plus all Inset days & 3 days during school closure period (to include exam result days)

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

**7. Organisation**

**HEADTEACHER**



**SCHOOL BUSINESS MANAGER**



**SCHOOL ADMINISTRATOR**

**RECEPTIONIST/ADMIN ASSISTANT**

**Post Holder: Line Manager:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_