



**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Description</b>	
<b>Job title</b>	Receptionist/Administrator
<b>Hours of work</b>	In accordance with the respective contract
<b>Salary</b>	Competitive, dependent upon experience
<b>Safer recruiting</b>	Derby Grammar is committed to safeguarding and promoting the welfare of children and references, DBS checks and evidence of the right to work in the UK are essential
<b>Main purpose of the job</b>	Provide an efficient and courteous reception service and administrative support to the school
<b>Reporting to</b>	HR & Data Manager
<b>Main responsibilities and duties</b>	<p><b>Main Responsibilities:</b></p> <p><u>Receptionist</u></p> <ul style="list-style-type: none"><li>● Responsible for carrying out the wide range of receptionist and administrative Duties, including pupil registration.</li><li>● Receiving visitors and meeting health &amp; safety responsibilities by booking them in and out</li><li>● Handling incoming telephone calls and e-mails from a wide variety of sources and arranging for the forwarding of appropriate calls and messages to other school extensions and e-mail addresses and the relaying of messages to relevant staff and pupils.</li><li>● Promptly informing staff when their visitors have arrived</li><li>● Handling general enquiries either in person or by telephone and passing information on in a timely fashion</li><li>● Receiving and issuing deliveries, complying with administrative requirements associated with them</li><li>● Support and cover student registration</li><li>● First port for student enquiries and first aid (full training to be held or willingness to complete)</li></ul>

	<p><u>General Administrative Tasks</u></p> <ul style="list-style-type: none"> <li>● Word Processing a range of documents including but not exclusively letters, certificates, reports, flyers, leaflets, etc</li> <li>● Sorting incoming post, and distributing to the relevant departments and staff. Handling outgoing post, preparing envelopes, weighing and franking and when required taking mail to the Post Office.</li> <li>● Completing photocopying tasks efficiently and with due regard to the efficient use of resources and required budget controls. Producing professionally styled materials by using a variety of office equipment including comb binders and laminating machines.</li> <li>● Liaising with and supporting colleagues throughout the school site in a professional manner, handling all information in line with the Data Protection Act at all times.</li> <li>● Filing records, including updating and collating information from the School's data base systems to ensure the accurate compilation of a variety of official returns</li> <li>● Receiving and administering return slips, cheques and money from pupils and their parents either on behalf of the School or peripatetic music teachers and sports coaches</li> <li>● Taking responsibility for your own Health and Safety and reporting areas of concern to the Operations Manager.</li> <li>● Proactively developing yourself in line with the requirements of your duties</li> <li>● Undertaking any general reasonable request made by members of the management team</li> </ul> <p>This Job Description and areas of responsibility may be developed to reflect the strengths of the post holder, their areas for development and aspirations. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary.</p>
<b>Hours of work</b>	9am to 5pm on Monday to Friday
	<p><b><i>The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.</i></b></p> <p>We reserve the right to close this vacancy earlier than the date advertised. Interviews will take place on a rolling basis, as applications are received.</p>