

ROYAL ALEXANDRA AND ALBERT SCHOOL



JOB DESCRIPTION

Job Title:	School Receptionist
Reports to:	Office Manager
Hours per week:	26.5 hours
Hours, days of work:	8am – 4pm Monday, Tuesday and Friday 8am – 12noon Saturday

The post involves working Saturday mornings due to Saturday Schooling.

Weeks per year: 39 weeks per year (term time plus 4 weeks during school holidays by agreement to cover office staff holidays).

Salary: £16,554 FTE (Actual salary £10,387)

Main Purpose:

To provide clerical and administrative support for the entire school, through undertaking tasks which require some generalist knowledge and skills, as well as assisting the Attendance Officer and Office Manager in the day to day running of the School Office.

Main Activities

Administration:

- To act as a point of contact for all school enquiries either by telephone, email or face to face
- To contribute to the smooth running of the school reception and office
- To take responsibility for the reception area, ensuring that it is kept tidy, informative, welcoming and manned all day
- Locate pupils in lessons to pass on urgent messages from parents and/or teaching staff
- Support other members of the office team as needed and as directed including supporting the attendance officer with the inputting of registers and late pupils

- To sort and distribute the incoming post and to sort and frank outgoing post
- To search information and input data and information into school systems as required.
- To assist with general office tasks including to type and prepare documentation, filing and photocopying as required
- To record and sign visitors and pupils in and out of the school and issue visitors passes as necessary
- Book taxis as required
- Maintaining Tea/Coffee/ Milk levels for the Staff Room and School Office
- To telephone 999 for ambulance and/or police attendance when requested in an emergency situation
- To act as part of the Fire Warden Team
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection
- Contribute to the overall ethos/work/aims of the school
- Participate in training, other learning activities and performance development as required
- Any other duties commensurate with the duties/responsibilities/grade of the post

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.