



JOB DESCRIPTION	
Post Title	Receptionist/ Administrative Assistant
Status	Permanent
Line Manager	Headteacher
Pay scale	<p>GLPC Point 12-17 £27429.53 - £29507.36 (Actual salary after pro-rata)</p> <p>Term Time (39 weeks) plus 2 weeks (2 weeks during the Summer holiday period).</p> <p>36 Hours per week Monday, Wednesday, Thursday (8.30am-4.30pm) Tuesday (8.30am – 5.00pm) Friday (8.30am – 4.00pm) <i>Hours are subject to change to meet organisation requirements</i></p>
Location	The Village School (TVS)
Start time	As soon as possible

“It takes a village to raise a child”.

PURPOSE OF JOB

- To provide, under the instruction and guidance of senior staff, general administrative and financial support to teaching and administrative staff of the school.
- To contribute to the overall ethos, work and aims of the school.
- Provide general clerical and administrative support to teaching and administrative staff, including photocopying, filing, faxing, emailing, and sorting and distributing mail.
- Complete standard forms, respond to routine correspondence, and maintain manual and computerised records and management information systems.
- Produce a range of data, analysis and information, e.g pupil data, dinner money from current MIS System.
- Undertake all areas of administration to include but not limited to letter writing, dinner money administration, spreadsheets, databases and other IT-based tasks.

- Carry out routine administration procedures including:
 - Handling incoming and outgoing post.
 - Maintaining and collating pupil reports.
 - Maintaining stocks and supplies and distributing materials across the authority.
 - General financial administration, e.g. processing orders for equipment and supplies.
 - Arranging and/or undertaking, document production services.
- Undertake routine administration of school lettings and other uses of school premises.
- Undertake reception duties, including responding to general telephone and personal enquiries, and signing-in to schools' premises of visitors.
- Provide general advice and guidance to staff, pupils and others.
- Assist with first aid and welfare duties for pupils, including liaising with parents and staff, where required.
- Assist with arrangements for school trips and events.
- Participate in training and development activities and programmes and attend and participate in meetings as required.
- Appreciate and support the role of other professionals.
- Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
 - Child protection,
 - Health, safety and security,
 - Confidentiality
 - Data protection.
- Contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils.
- Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.