

JOB TITLE: RECEPTIONIST AND EVC FINANCE ADMINISTRATOR

RESPONSIBLE TO: OFFICE AND DATA MANAGER

MAIN PURPOSE OF JOB

To provide a full reception and telephone answering service

MAIN DUTIES:

- Ensure the effective operation of an attractive and welcoming reception point for all visitors to the College giving information and directions to assist them adequately in the purpose of their visit and to record visitors onto and away from the site in line with safeguarding procedures
- Operate the switchboard, take messages and identify and deal with queries raised by callers on the telephone by liaising with other staff as necessary
- Support the financial administration of payment systems and communications with parents in relation to payment for pupil activities arranged by the Educational Visits co-ordinator
- Maintain accurate records of educational visits using Microsoft Excel, keep all accounts up to date. Balance when trips are finalised, and do the necessary postings to nominal ledgers.
- Contribute to the efficient operation of the College office by undertaking, as directed, clerical and word processing duties when not dealing with enquiries
- Help organise the Year 8 Reception Rota and provide work for the Year 8 receptionists.
- To maintain up-to-date bus lists and issue temporary bus passes
- To help manage the College student reception and responsible for pupil signing in/out on InVentry.
- To prepare outgoing post and deal with courier deliveries/collections.

GENERAL

- To ensure the health and safety and welfare of pupils, staff and visitors at all times
- Responsibility for safeguarding and promoting the welfare of pupils
- To assist with general office duties as required
- Such other duties as may reasonably be required