



BETHS GRAMMAR SCHOOL

JOB DESCRIPTION: RECEPTIONIST/ ADMINISTRATION ASSISTANT

Salary: Bexley Scale 5.1-5.4

Hours: 36.5 hours per week, 08:00-16:00, 52 weeks p/year (all year round), 26 days annual leave.

ACTIVITY	RESPONSIBILITY	NOTES
LINE MANAGEMENT	<ul style="list-style-type: none"> Responsible to the Finance & Office Manager 	
Duties	<ul style="list-style-type: none"> Answering the telephone, taking messages where necessary for staff and acting on them. Dealing appropriately with enquiries from parents, students and visitors, ensuring sign-in and issue of security passes and that safeguarding and health and safety procedures are followed. Controlling the school's security gates: admitting visitors and issuing security passes; monitoring students who arrive late or who need to leave during the school day; admitting delivery vehicles and ensuring deliveries are checked, signed for and distributed. Dealing with student issues as they occur, telephoning parents and liaising with Form Tutors. Answering main telephone, taking messages where necessary for staff. Monitor the main school email account, dealing with/referring as necessary. Post – opening and distributing incoming post. Franking and preparation of outgoing post for the afternoon collection. Ensuring deliveries are signed for, recorded and distributed. Dealing with student correspondence and messages delivered via Form Tutors. Distributing school correspondence by email and/or text via the school's communication system. Preparation of letters (eg whole school, mail merge) and distribution of school correspondence by email/text via the school's communication system. Recording and returning lost property. Collecting/forwarding electronic and paper records for incoming/leaving students. 	

	<ul style="list-style-type: none">• Data entry onto the Schools Information Management System, and providing reports on data therein. Training on SIMS will be arranged if required.• Maintain Free School Meals records. Issue Government vouchers during holiday periods.• General office duties ie photocopying, filing, and general correspondence such as mail merge letters.• Fire Marshall duties.• Dealing with injury/illness – administering First Aid as necessary and ensuring accurate recording (including medication held).• Liaise with the Bexley School Immunisation Team, ensuring adequate planning for Immunisation Sessions to be held in school. Timetable individual time slots for students, communicating with parents.• Cover for Attendance Officer in their absence.• Other duties as directed by the Finance and Office Manager (eg annual school awards presentations, school photographs etc.)	
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Signed: Date: