

Magdalen College School

***We are committed to the protection and safety of our students
and expect all staff to share this commitment***

JOB DESCRIPTION

Post Title	Receptionist/Admin Assistant
Postholder	
Hours of work	33.75 hours per week 9:30am –5pm, Monday – Friday (lunch 45 mins) 39 weeks per year
Reporting to	Administration Manager
Specific responsibilities of the post	<ol style="list-style-type: none"> 1. To be responsible for the efficient running of Reception at Waynflete site, dealing with students, staff and visitors and part-time receptionist 2. To answer external and internal telephone calls and relay messages accordingly, to both sites. 3. To sort mail and ensure it is correctly distributed via baskets in Waynflete reception. 4. To sign for goods deliveries, ensure they are safely deposited in school and inform staff accordingly. 5. To receive confiscated student property, ensure that the member of staff records on log sheet and ensure secure storage. To return to student when appropriate and obtain signature. 6. To summon help from the site supervisor as needed, on request. 7. To oversee stock cupboard and stationery 8. To assist with whole school and faculty admin requests via the faculty admin coordinator including trip administration, emailing messages, stock take for faculties 9. To assist with email messages via parentmail 10. To assist with admin tasks as necessary, as required by the line manager.
Responsibilities as a member of staff	<ol style="list-style-type: none"> 1. To ensure that the safety and welfare of all students is given priority at all times 2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise 3. To ensure an appropriate individual response to whole school priorities 4. To engage actively in the Performance Management Review Process 5. To implement all school policies 6. To attend all meetings as directed 7. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.
Personal Qualities; the postholder is	<ol style="list-style-type: none"> 1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School

<p>expected to be:</p>	<ol style="list-style-type: none"> 2. Committed to ensuring the safety and welfare of all students at all times 3. Committed to team work within all aspects of the school 4. Proactive in terms of furthering their knowledge and skills 5. Punctual for all commitments 6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.
<p>This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.</p>	

Job description agreed (signed)

..... Post holder

..... Line Manager

..... Date