



## Job Description

<b>Job title:</b>	Reception / Administration Assistant
<b>Working hours:</b>	Full time (Mon – Fri). Term time only (40 weeks per annum)
<b>Salary:</b>	Salary Scale 3 - 6 £24,012 - £25,212 per annum pro rata (Actual salary £21,000.14 - £22,049.62)
<b>Accountable to:</b>	Office & Administration Manager

### **Purpose of the Job**

To work within the team that acts as the first point of contact for all visitors to the school and to provide administrative support, alongside specific responsibility for the reprographics services required by the school. The successful candidate will need to be able to prioritise their workload; remain calm under pressure and flexible in their approach; and have effective communication and IT skills. You will also be part of the schools' First Aid team (training will be given if required).

### **Main Duties and Responsibilities**

Under the direction of the Line Manager the post holder will be expected to undertake a variety of tasks which including but not limited to the following:

- Attend to all enquiries at Reception from visitors, parents, student and staff welcoming everyone in a friendly and professional manner ensuring the correct security procedures are followed.
- 3 hours each day will be based in the reprographics office, in order to provide a high quality and timely reprographics service for the school
- Answer incoming calls, transferring calls and taking messages in compliance with Data Protection legislation.
- Provide a very high standard of administrative support to teachers and staff. Using own judgement and experience to produce documents with the most appropriate MS application.  
Ensure all documents produced are checked for accuracy and are formatted correctly.
- Sorting and distributing all internal and external mail and emails to the school office.
- Providing refreshments for school events and meetings. Monitoring and replenishing supplies when required.

- Updating and entering information when required on SIMS, the school's management information system.
- Book staff training courses and maintain and update the record containing details of staff inset.
- Complete administrative tasks as directed within the General Office, Data & Exams and Finance teams.

### **General**

- To participate in a programme of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- To complete any other tasks as directed by the Line Manager associated with the responsibilities and specification of the role.
- To carry out any other office-based duties consistent with the grade of the post that may be required from time to time.

### **Promotion of School**

- To contribute to whole school events as and when required.
- To promote and maintain the standards of the school's commitment to Safeguarding children.
- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.