GREATFIELDS SCHOOL
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Receptionist/Administration Assistant Job Description

School: Greatfields School
Salary/Grade: APT&C Scale 3 (point 5-6) pro-rata
Hours: 35 hours per week term-time only
Contract type: Permanent
Responsible to: Office Manager

Purpose of Job:

- To assist the office administration team to provide high quality administration support and contribute towards the smooth running of the school.
- Provide an efficient and helpful administration and reception service to parents, students and staff

Main Activities:

- To act as the first point of contact for the school, welcoming parents and visitors to the school.
- To deal with face to face, electronic and telephone enquiries in a timely and professional manner.
- To ensure the safety and security of the school at all times, controlling entry to the premises and ensuring all visitors and staff sign in and out as necessary.
- To take and pass on accurate messages when queries cannot be dealt with.
- To provide cover for the school telephones, ensuring they are covered at all times.
- To administer first aid as an identified first aider in school and maintain relevant first aid qualifications.
- Administration and storage of essential medicines as and when required in line with the school policy.
- File and update records both manually and electronically.
- Administer deliveries and receipt of goods.
- Administer school mail and other correspondence.
- To deal with all reasonable requests to the office from pupils and staff.
- To perform general office duties such as typing, photocopying, laminating.
- To ensure the reception and reprographics areas are kept smart and tidy.
- To support the administrative work of the Headteacher, the School Business Leader, teaching staff and other members of the team.
- To cover duties for absent colleagues as requested by the School Business Leader.

Notes: The above mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out other appropriate duties as may be required by the School Business Leader or Head of School within the grading level of the post and the competence of the postholder.

This job description may be amended at any time in consultation with the postholder.