



JOB DESCRIPTION – Receptionist/Administrative Assistant

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| Responsible to: | Head Teacher & Governing Body |
| Line Manager: | Office Manager |
| Purpose: | This role rotates between Reception and the Main Office. This role will also include the duties of a First Aider for which training would take place. |
| Salary: | Band 2 Points 4-5 £23,114 - £23,500 FTE Actual Salary - £15,742 - £16,005 Plus First Aid Allowance, £110 FTE, Actual £88 |
| Hours of work: | Part Time 29 hrs per week, 4 days a week. 8.00 – 4.00pm, Mon/Tues/Thurs/Fri Term time only plus 3 INSET days |

Principal responsibilities

- To offer a warm welcome when managing reception, greeting guests and directing employees and staff.
- To cover reception and assist in the main office, including lunchtime cover, which may change according to need and staff availability;
- To ensure that students, staff and guests receive an effective and efficient support service under the guidance of the Office Manager.
- To perform this job description in accordance with the pay and conditions associated with support staff;

Specific Responsibilities

Reception

- To greet visitors at reception, ensure that all visitors are correctly signed in and signed out when leaving site, ensuring safeguarding procedures are strictly adhered to
- To answer the telephone and follow up calls as required, including messages.
- To receive deliveries in School, ensuring compliance with the order and recording delivery details in preparation for invoice payment, and to deal with goods delivery enquires.
- To staff the fire panel in the event of an alarm.
- To maintain a tidy working area and ensure the Reception area is presentable.
- To supervise any students/apprentices.
- To organise meeting room bookings



Office

- To be proficient in MS Office
- To undertake administrative work in the main office including letters and mailings
- To use the electronic parent communication system, Groupcall, to ensure that communication with parents is fast, timely and keeps costs to an absolute minimum
- To use our parent payment system, Parentpay, to provide parents with login details, reports etc under the guidance of the Office Manager.

First Aid, Fire Safety

- To attend to First Aid incidents relating to students and staff
- To attend First Aid training and refresher training as appropriate
- To act as a Fire Marshall
- To deal with general student enquiries such as timetable queries, issuing toilet keys during lesson times.

General

- To assist the Examinations Officer and the Attendance Officer with routine tasks as and when necessary, as directed by the Office Manager; for example, assisting with registers.
- To perform any other duties as may be reasonably required within the general scope of this post.
- To ensure at all times that safeguarding procedures are adhered to.

Health and safety responsibilities

All employees have the responsibility:

- (i) To comply with safety rules and procedure laid down in their area of activity
- (ii) To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- (iii) To use protective clothing or equipment as may be provided
- (iv) To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- (v) To co-operate with the Head Teacher in the fulfilment of the objectives of the School's Health and Safety policies.

The Head Teacher may amend these responsibilities at any time in the future in order to respond to the changing demands and needs of the School, National Incentives and Statutory Legislation, after consultation with the post holder.



PERSON SPECIFICATION – Receptionist/Administrative Assistant

| EDUCATION AND QUALIFICATIONS | Essential | Desirable |
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| Good general standard of education | • | |
| First Aid Qualification or willingness to be trained | • | |
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| KNOWLEDGE AND EXPERIENCE | | |
| At least 1 years' experience in a similar role | | • |
| Administrative/office experience | • | |
| Excellent knowledge of ICT, including MS Office (Word processing, Excel, PowerPoint and email) | • | |
| Good working knowledge of SIMS | | • |
| Strong understanding of safeguarding procedures | • | |
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| SKILLS AND ABILITY | | |
| Good administrative, organisational and communication skills | • | |
| Able to communicate effectively with a range of people – helpful and polite | • | |
| Experience of working in a busy environment | • | |
| Ability to multi task, and manage workload effectively | • | |
| The ability to work accurately with attention to detail | • | |
| A commitment to high standards of service | • | |
| Enthusiasm for working in an educational setting and supporting students | • | |
| Health & Safety knowledge/awareness | • | |
| Safeguarding awareness (training provided) | • | |
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