St Bartholomew’s School



**Job Description**

Post: Administrative Assistant: Afternoon Receptionist

Line Manager: PA to Headteacher

Salary Range: APT&C Scale 3-4

**Principal Responsibility/Job Purpose:**

* To effectively operate the switchboard and provide reception/administrative services.
* To be responsible for the main reception area ensuring that it is a pleasant and welcoming area, reflecting the ethos of the school in which all visitors and those contacting the school by telephone and email are made welcome and are dealt with courteously and professionally.

**Principal Tasks:**

* Answer switchboard in a friendly and professional way, taking calls within three rings whenever possible. Direct callers to appropriate department/voicemail etc.
* Supervise all visitors in and out of school on the electronic Sign-in app.
* Receive and direct visitors, students, parents and staff in a friendly and professional manner.
* Transcribe and distribute messages including telephone messages left on the main school number and the Subject Hotline.
* Organise Student Receptionist rotation with tutors and supervise students on Reception.
* Sort and distribute incoming mail ready for distribution by the Site Team.
* Open the main school internet site and redirect e-mail messages to appropriate staff.
* Open and redirect incoming e mail which has no specific addressee.
* Organise student tours for interview candidates, prospective parents and trainee teachers.
* Direct deliveries to the Facilities office.
* Contribute to any appropriate school administrative task as approved by the line manager/Leadership Team, i.e. help with large enveloping jobs, mailshots, letters, labels, collating, collecting replies, data entry.
* Be responsible for efficient operation and maintenance of the franking machine. Frank outgoing post and keep a spreadsheet record of outgoing post.
* Frank all outgoing post in preparation for collection, keeping the post book as a record of outgoing post
* Other clerical duties, as requested by the line manager.
* To have knowledge of the Morning Receptionist duties. To be able to provide cover if required.
* Close Reception and equipment at the end of the day, leaving the area clean and tidy.

#### Other Duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are common occurrences and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re‑evaluation.

|  |  |
| --- | --- |
| Signed:………………………………………….......................  Julia Mortimore, Headteacher | Dated:……….………………………………………… |
|  |  |
|  |  |
| Signed:………………………………………………………………  Post Holder | Dated:……….………………………………………… |

St Bartholomew’s School



**Person Specification**

Post: Administrative Assistant: Afternoon Receptionist

|  |  |  |
| --- | --- | --- |
| **Key Criteria** | **Essential** | **Desirable** |
| Qualifications and Training | * Good general education. * Computer literate - knowledge of Microsoft Office. | * Knowledge of Health & Safety legislation. * Knowledge of SIMS. |
| Competence Summary  (Knowledge, abilities, skills experience) | * In possession of good word processing and Excel skills. * An effective administrator and organiser. * Good at relating to and communicating with a wide range of people. * Adaptable and flexible. * Confident enough to use own initiative. * Capable of working under pressure. * Discreet and maintains confidentiality. * Ability to work in a way that promotes the safety and wellbeing of children and young people. |  |

Full training will be provided.