

**ADMINISTRATION ASSISTANT - RECEPTION  
ROLE DESCRIPTION**

Job title & Grade	Administration Assistant – Reception Grade 4 AG2
Reporting & Communication	Headteacher School Business Leader Office Manager
Hours	Full time 37 hours per week worked over 5 days, Monday to Friday
Annual Leave	Term time only (193 days) incorporating pro rata annual leave entitlement and bank holidays.
Probationary Period	6 months from date of appointment
Job Purpose	Under the direction of the office manager, undertake routine administrative tasks, primarily focusing upon main reception duties and responsibilities.
Additional Duties	None.
General	The list of duties is not exhaustive and may be subject to other duties commensurate with the role.
Confidentiality	All employees are required to maintain confidentiality regarding any information about students and employees.
Checks	This post is required to undertake a DBS check.
Role Description	This role description is subject to review and change from time to time.
Main Duties	<p>Under the direction of the Office Manager, the main duties of the Administrative Assistant - Reception will include:</p> <ul style="list-style-type: none"> <li>• Responding to queries in a timely, professional and courteous manner, at all times.</li> <li>• Providing a high-quality reception service to parents, students and other visitors presenting at reception.</li> <li>• Assisting visitors using the Sign In system and follow the school's visitor protocol to check ID and DBS status.</li> <li>• Ensure stored information in the Sign In system is regularly checked and updated for visitor groups.</li> <li>• Responding to telephone enquiries via the school's switchboard system.</li> <li>• Overseeing late students signing in via a dedicated iPad and updating their SIMS attendance record.</li> <li>• Setting out refreshments for meetings.</li> <li>• Undertaking general administrative tasks including photocopying, filing, preparing letters and sending texts to parents.</li> <li>• Distributing and preparing outgoing post including printing delivery labels.</li> <li>• Receiving and disseminating messages/emails, as required.</li> <li>• As part of the Main Office team, assist with the collation and preparation of documents to be sent home to parents.</li> <li>• With members of the office team, ensure all staff have an ID badge with appropriate permissions for access control.</li> <li>• Other duties or responsibilities reasonably required by the Office Manager</li> </ul> <p><u>General Activities</u></p> <ul style="list-style-type: none"> <li>• Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, reporting all concerns to an appropriate person.</li> </ul>

	<ul style="list-style-type: none"> <li>• Follow the requirements of the Data Protection Act and maintain strict confidentiality over all data held.</li> <li>• Be aware of and support equality of opportunity for all staff and students.</li> <li>• Contribute to the overall ethos/work/aims of the school.</li> <li>• Appreciate and support the role of colleagues.</li> <li>• Attend and participate in relevant meetings, as required.</li> <li>• Participate in training and performance review, as required.</li> <li>• Any other tasks that may reasonably be required to support the smooth operation of the school.</li> </ul>
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Signature of post holder \_\_\_\_\_ Date \_\_\_\_\_

Signature of manager \_\_\_\_\_ Date \_\_\_\_\_

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure form from the Disclosure and Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed regularly.

Employees will be expected to comply with any reasonable request for a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such review or at any time after consultation with the post holder.

