



**Post Title:** Receptionist and Administration Assistant

**Responsible to:** Office Manager

**Responsible for:** N/A

**Grade:** BB03 **JE Code:** A4961

**Job Purpose:** This is a key role in the running of an efficient school administration service. The post holder will be based on Reception as the first point of contact for parents and visitors to our school as well as providing clerical support to pupils, parents and staff.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

#### **Administration**

1. Work as part of the school's administration team to provide general administrative support e.g. word processing, reprographics & filing.
2. Respond to enquiries and routine correspondence in whatever format received including managing the school email account.
3. Create and maintain records, organise meetings, maintain office systems and diaries etc.
4. Manage manual and computerised records and information systems, using standard reporting tools to generate data and reports as required.
5. Collecting, accounting for, reconciling and security of petty cash, dinner money, school fund and/or other amounts of cash/expenditure, in accordance with financial regulations.
6. Liaise with staff, pupils and parents to meet the requirements of the school including the provision of a reception and student reception service.
7. Arrange events and support other staff in administrative duties where appropriate.
8. Contribute to the development and continuous improvement of the administration systems and procedures.

#### **Reception**

9. Operate the school reception area welcoming visitors and receiving incoming calls.
10. Process ID checks for all visitors in accordance with the school's safeguarding procedures ensuring everyone is signed in and out and wearing the appropriate identification.

11. Ensure all contractors visiting site to carry out any intrusive works sign the school's register.
12. Ensure that office machinery, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures.

### **General**

13. To promote and implement the Trust's equality policy in all aspects of employment and service delivery.
14. The postholder will have responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
15. Assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.