

## **Kent County Council Job Description: Receptionist/Administration Assistant**



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**School:** Kings Hill School

**Grade:** Kent Range 3

**Responsible to:** Headteacher

### **Purpose of the Job:**

Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors

To provide general clerical or administrative support to the school under the direction or instruction of senior staff.

### **Key duties and responsibilities:**

1. Provide administrative support e.g. photocopying, filing, faxing, emailing, completion of routine forms, administration relating to school meals. This could be directly supporting the Head teacher
2. Update manual and computerised records/management information systems, including annual mailout of medical plans and updating medical boards

Individuals in this role may also undertake some or all of the following:

1. Open, sort and distribute incoming mail and post outgoing mail
2. First point of contact for sick pupils, liaise with parents / carers / staff
3. Occasionally handle cash e.g. for school visits, dinner money and keep simple financial records and process invoices for payment, referring any problems to the line manager, to ensure that financial records are accurate.
4. Undertake photocopying and shredding as required, reporting faulty machinery and equipment as necessary.