



Goldwyn School

Job Description – Receptionist/Administrative Assistant (Apprenticeship)

Employed at:	Goldwyn School, Folkestone
Salary Scale:	National Apprenticeship Wage 2022 (£4.81 per hour)
Responsible To:	Principal/Vice Principal
Purpose:	To operate as a member of the administration team to support the reception and administrative tasks for the school

Key Duties and Responsibilities:

This is an apprentice role and support and training will be given in all aspects of the job role and include opportunities to gain experience in all aspects of school administration.

- Receive all visitors to the school including staff, students and parents extending a warm welcome
- Assisting with visitors ensuring they are signed and offering refreshments as appropriate
- Process incoming and outgoing telephone calls, taking messages and answering queries as appropriate
- Process incoming and outgoing post including receiving deliveries and facilitating collections from the office
- Assist in the ordering of stationery, office furniture and equipment
- Undertake inputting and extracting of data on the computer systems, pro-actively obtaining information to ensure up to date and accurate recording
- Maintain filing systems and undertake photocopying, laminating, booklet making and other relevant duties under the guidance of the Administrative Officer
- Take responsibility for maintaining the waiting area including ensuring information is up to date
- Learn to contribute to the maintenance of office equipment
- To assist with other administrative tasks as and when requested

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Principal. The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.