



The Caldecott Foundation Helping children build a future

JOB DESCRIPTION

The essence of the work of the Foundation is a commitment to facilitate personal and educational growth and development in the children and young people for whom we care.

Post: School Receptionist

Responsible To: Head Teacher

Salary: £15,615.60 per annum plus holiday pay.

Hours: 35 hours per week, 39 weeks (term time plus staff training days)
(8.30am to 4pm each week day, ½ hour lunch break unpaid)

Role:- To assist with general administration in the Caldecott Primary School.

Duties: This job description describes in general the normal duties which the post holder will be expected to undertake. However, the job duties or responsibilities may vary or change from time to time without changing the level of responsibility associated with the post. You will also be required to cover Admin Assistants across the Foundation during periods of annual leave and other absence.

Main Areas of Responsibility:

1. To undertake general reception and administration duties across all disciplines including, Education, Residential, Fostering, Therapy, and Maintenance and all functional Departments as applicable, as directed.
2. To support the Head Teacher to support the Organisation in achieving its goals.
3. To take lead responsibility for designated area (Reception/Education/Fostering/Care).

Tasks:

- a) To assist with any additional word processing and clerical tasks, i.e. letters and minutes as and when required.
- b) To attend and minute specified Foundation meetings, as and when required.
- c) Answering the telephone and responding to queries, as and when required.
- d) Assist colleagues with formatting documents and ensure the Foundation's style is consistent.

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Admin Assistant – Job Description

- e) To assist with orders, ensuring deliveries are disseminated correctly and relevant paperwork is forwarded to the relevant departments.
- f) To assist with arrangements for booking accommodation, restaurants, trains and travel for employees across the Foundation.
- g) To control the meeting room diary, assist with arrangements for meetings including organising refreshments etc.
- h) To maintain the reception and office areas, including up-dating notice boards and displays, when necessary.
- i) Replenish the photocopier & arrange photocopier maintenance, paper and toner etc.
- j) To assist management in identified projects within all areas of the business as and when required.
- k) Comply with the Foundation's data protection policy.
- l) Comply with the Foundation's Health & Safety requirements and procedures.
- m) Comply with the Foundation's equality and diversity requirements and procedures.

This is not an exhaustive list of your duties and will be required to undertake other tasks within your capabilities. This will include reception cover during periods of absence and holidays.

March 2011
Reviewed Oct 12
Reviewed Dec 2021