



CHATHAM & CLARENDON GRAMMAR SCHOOL

Job Description

Job Title:	Receptionist- Administration Assistant
Department:	Administration
Location:	Chatham and Clarendon Sites
Grade:	CCGS Scheme 4, Points 11 – 14 Dependent upon experience
Responsible to:	Administration Manager
Responsible for:	N/A

Overview of Job:

To be the first point of contact at the school – greeting visitors at reception, and answering the phone. To provide a support service to students – answering queries, signing them in late, signing them out, and providing administrative support to the general office.

Purpose of the Job:

To provide a professional reception (both face to face and on the telephone) to parents, visitors and students, and administrative support to the general office.

Scope:

N/A

Specific Responsibilities and Key Tasks:

Be first point of contact for visitors to the school and parents and greet them in a professional manner.

Be first point of contact for telephone enquiries, and answer in a professional manner. Take messages and pass on to staff/students.

Be main point of contact for students, signing in late, signing out, feeling unwell, looking for lost items, etc.

Receive post and deliveries and sort as necessary, and sort post to be sent out each evening via the franking machine.

Keep the school's computer system (SIMS) student records up to date.

Other Duties:

Provide general administrative support, including typing, filing, checking stationery stocks, sending faxes.

Assist with whole school mailshots.

Assist Attendance Officer, and send out texts to parents via "School Comms".

Organisational Chart:

The Receptionist is responsible to the Administration Manager.

To perform such duties as the Headteacher may reasonably require or that professionalism dictates.