

**Job Title: Reception and School Office Administrator**

**Reports to: Line Manager**

**Grade: BPS 8-11**

**Purpose of the Job:**

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

**Key duties and responsibilities:**

1. Provide reprographic (photocopying), post and telephone support. This could be directly supporting the Principal.
2. Help to manage a busy Reception area
3. Update manual and computerised records/management information systems.
4. Support the day to day clerical and administration tasks of the school

**Individuals in this role will undertake some or all of the following:**

1. Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors.
2. Open, sort and distribute incoming mail and post outgoing mail.
3. Point of contact for visitors and guests to the school and pupils. Liaise with parents / carers / staff.
4. Assist with arrangements for visits, for example by school nurse, photographer and other meetings as required sending relevant documents to participants and taking accurate meeting notes as required.
5. Prepare and distribute routine home/school correspondence
6. Undertake a range of administrative tasks to support efficient operation the the school
7. Arrange orderly and secure storage of supplies.
8. Undertake photocopying and shredding as required, reporting faulty machinery and equipment as necessary.
9. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**Person Specification:** Administration

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | * NVQ 2 or equivalent * Good written and spoken English |
| **EXPERIENCE** | * Some knowledge of administration and office systems. |
| **SKILLS AND ABILITIES** | * Ability to communicate effectively with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors. * Literacy and numeracy skills – ability to read and write, put items in alphabetical order, add and subtract figures and to use a calculator. * Computer literacy – ability to use a computer and produce a range of accurate documents, using Windows WP package and basic spreadsheet/database and accurately input information, once training has been provided. * Ability to work to deadlines * Ability to interact courteously and confidently with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors. * Confidence and ability to ask questions relating to achieving the task. * Confident telephone manner and ability to write down accurate messages. * Good organisational skills, gained either through a course of study or within paid or voluntary work. * Ability to use a filing system, once training has been provided. * Ability to take accurate notes of meetings – experience could have been gained through school or college lecture notes. * Ability to retain and use a range of new information. * Ability to work confidentially, keeping work-related issues and discussions in the workplace. * Willingness to attend training courses which help you in your current role and develop your potential for other roles. |
| **KNOWLEDGE** | * Requires knowledge of a range of administrative support tasks and office and related school procedures and systems. * Awareness of equalities and diversity issues – respecting the needs and views of other people. * Understanding of health and safety issues within the workplace, once these have been explained. |