**JOB DESCRIPTION – RECEPTIONIST/ATTENDANCE OFFICER**

**Reception Duties:**

* Answer Telephone
* Deal with office emails – Answer/forward as necessary
* Distribute post
* Record incoming parcels prior to distribution
* Frank outgoing post
* Log and return – unwanted parcels
* Order stationery for department
* Answer parent/company queries
* 1st point of contact for all visitors to school, issue ID badges
* General office typing
* Duke of Edinburgh and Year 10 letters/admin (afternoon person only)
* Input changes to SIMs database as necessary/updating pupil files
* Any other duties

**Attendance Officer Duties:**

* Ensure all registers are taken correctly am/pm and closed on time
* Run Daily attendance report
* Input all absences and lates for years 7-13
* Email parents via in-touch of any unexplained absences - daily
* File absence notes
* Record all request for absence – issuing replies via email to parents and filing on pupil files.
* Weekly run lates/percentage attendance reports for Deputy Heads, Directors of Study and admin assistants
* Run percentage attendance report for LSA - Mrs Browne
* Run other absence reports as required.
* Meet with Mrs Browne every two weeks to discuss attendance and issues absence letters etc.
* Issue 100% attendance certificates termly.
* Keep Deputy Head up to date regarding attendance issues
* Ensure registers are up to date weekly (all unexplained absence, conflicting marks etc dealt with).
* Any other duties