|  |
| --- |
|  |
|
|

|  |  |
| --- | --- |
| **JOB DESCRIPTION** | |
| **Title**: **ADMIN ASSSISTANT/RECEPTIONIST**  **Hours**: 30 per week (38 weeks per year) | **Grade: KR3**  **Reports to**: **Senior Office Administrator** |
| **MAIN PURPOSE OF THE JOB**  To provide general clerical or administrative support to the school taking direction or instruction from senior school staff. | |
| **Key duties and responsibilities:**   1. Provide administrative support e.g. photocopying, filing, faxing, emailing, completion of routine forms, and administration relating to school meals. 2. Update manual and computerised records/management information systems for pupils. 3. Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors. 4. Open, sort and distribute incoming mail and post outgoing mail. 5. Co-ordinate the arrangements for all non- medical visits e.g. school photographer 6. Co-ordinate the arrangements for meetings as required, sending relevant documents to participants and taking accurate meeting notes as required. 7. Arrange orderly and secure storage of supplies. 8. Occasionally handle cash e.g. for school visits, dinner money and keep simple financial records. 9. Use the ‘who do I speak to’ chart to ensure that all parents and external services are directed to the correct member of staff 10. Resolve queries to a successful conclusion. 11. Assist in accurate and professional communication with parent e.g. newsletters 12. Manage lost property 13. Compile and manage the administration of after school club lists and registers and provide termly breakdown to Head Teacher. 14. Provide clerical support to SLT including SENco support. 15. To provide first aid cover in the absence of the medical officer.   Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school. | |

|  |  |
| --- | --- |
|  | **PERSONAL SPECIFICIATION** |
|  | **CRITERIA** |
| **EXPERIENCE** | * 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 in a professional manner. * Good literacy and numeracy * Computer literacy – ability to use a computer and produce a range of accurate documents, using a variety of computer applications. * Ability to work to with initiative and to deadlines, * Ability to interact courteously, professionally and confidently with school staff pupils, parents / carers, suppliers, visitors. * Confidence and ability to ask questions relating to achieving the task. * Confident telephone manner and ability to write down, and relay, accurate messages to correct members of staff. * Good organisational skills. * Ability to use a filing system. * Ability to take accurate notes of. * Ability to retain and use a range of new information. * Ability to work professionally confidentially, keeping work-related issues and discussions in the workplace. * Willingness to attend training courses |
| **KNOWLEDGE** | * Knowledge of a range of administrative support tasks and office 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. * Understanding of the safeguarding requirements within a school environment. |

|  |  |
| --- | --- |
|  |  |
|
|