

Job description: Receptionist/Administrator

Employment details

Job title:	Receptionist/Administrator
Reports to (job title):	School Business Manager
Type of position:	Permanent (part-time/full-time)
Hours of work:	8.30am to 5pm - up to 40 hrs/week (term time only)
Level and scale point:	Grade 3

Job Purpose

To undertake reception and administrative duties which ensure the efficient operation of the school and the security of the school and visitors.

Areas of responsibility:

MAIN RESPONSIBILITIES

- To provide a reception and telephone answering service (both internal and external) to ensure that all callers are dealt with promptly and the image of the school is enhanced and good relations fostered
- Acting as initial point of contact for visitors to the school, and dealing with complaints and enquiries from parents and members of the public
- Monitor attendance and contact parents regarding absent pupils
- Provide general clerical support for the school including word processing, photocopying, filing, collation of information, distribution of mail etc to ensure the efficient and timely provision of information.
- Sending out correspondence as required
- Maintain and update school files, manual and computer, including staff and pupil records to ensure that accurate information is stored securely and available for use by appropriate persons.
- Process and compile documentation for the development of individual pupil reports.
- Receive goods and other items (including pupil's personal possessions) and ensure they get to the correct destination.
- Securing of and issuing prescribed medication to pupils
- Taking responsibility for registers and signing in / out documents during fire drills

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.