



JOB DESCRIPTION

Job Title:	Administrative Assistant/ Receptionist
Hours:	Part time/Full time – Term Time only
Responsible to:	Working under the direction of the Office Manager
Purpose of the Job:	To provide clerical and administrative support to the school

Specific Responsibilities of the Post

1. Undertake reception duties including response to telephone and personal enquiries
2. Assist with pupil welfare matters, including contacting parents and staff
3. Provide support to the Office Manager
4. To operate office and reprographic equipment as necessary.
5. Provide clerical support, to including photocopying, filing and email.
6. Undertake typing and other IT based tasks.
7. Administration of post including receiving deliveries, maintaining postal records and distribution of post.
8. To operate the telephone switchboard and to deal with visitors to the school.
9. Assist in the maintenance and operation of manual and computerised records.
10. To assist in the administration of pupil medication.
11. To ensure that record keeping and filing is kept up to date.

General Responsibilities

To undertake any other duties commensurate with the grade and main purpose of the post as may be required from time to time by the Headteacher. The jobholder exercises discretion in filtering letters and phone calls for the Headteacher and Office Manager.

Additional Information

The school office staff are at times under considerable pressure with many different things happening at the same time. You must therefore, be able to prioritise, be unflappable and able to deal with people in such a way that although their particular concerns may have to wait, they have confidence that the matter will be dealt with.

Staff Development

To continually seek development opportunities to improve personal performance.

Confidentiality

To ensure confidentiality of the school's activities is maintained to protect the safety of all students.

Safeguarding

To adhere to and follow the school's Safeguarding Procedures in order to protect the safety of all students.