

Job Description: Receptionist/Administrator

Salary

Scale 2 (range 4 to 5) £18,933 - £19,312 FTE

Hours of work

25 hours per week, Monday – Friday 8:00am – 1:00pm, term time only plus 5 training days with the opportunity for additional hours

Line of Responsibility

The Receptionist is directly responsible to the Administration Manager

Job Content

The postholder is responsible for:

- The delivery of an efficient and effective reception service to the College and act as main point of reception contact for all enquiries
- Administer whole-school pupil support and information systems
- Undertaking further reception and administrative duties as required by the Administration Manager

Duties and Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Administration Manager.

Operational:

- To establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals
- To undertake all administrative and clerical tasks including word processing, setting up spreadsheets, photocopying, filing, collating reports as is relevant to Reception
- To assist in maintaining and updating information held on school databases in particular those relating to students who are admin helpers
- To undertake reception duties including the signing in/out of visitors
- To receive visitors/callers to the school, e.g. parents/carers, professionals from outside agencies
- To answer incoming and internal switchboard calls, dealing with requests and enquiries and taking messages as required
- To liaise with suppliers, contractors, other schools and organisations, and attend to queries as required by the Administration Manager.

Administrative:

- To process, input and extract data held on the school's database systems
- To maintain both manual and computerised record and filing systems in line with requirements
- To deal with enquiries promptly and as required

General:

- To assist in school emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation
- To attend relevant meetings and training sessions
- To assist in such duties and activities relating to any of the above areas appropriate to grade as shall from time to time be reasonably required

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post-holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the school's policy in respect of child protection matters.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

S/he shall be subject to all relevant statutory and institutional requirements.

The post-holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post-holder.

All staff participate in the school's performance management scheme.