
Apprentice Reception/Administrator Job Description

1. Job Purpose

- 1.1 To act as Receptionist/Administrator in the school office, by providing support for a range of office functions

2. Key Responsibilities

- 2.1 Providing reception and switchboard support to the school
- 2.2 Providing clerical support to the school's administrative function
- 2.3 Receiving, signing in and dealing with or directing pupils, parents and other school visitors as appropriate
- 2.4 Taking telephone calls and delivering messages as appropriate
- 2.5 Receiving and sorting incoming mail for delivery to appropriate staff
- 2.6 Recording, stamping/franking and posting outgoing mail
- 2.7 Routine word processing, as and when required
- 2.8 To upload new information to the school website
- 2.9 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.10 To ensure all tasks are carried out with due regard to Health and Safety
- 2.11 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.12 To adhere to the ethos of the school
 - 2.12.1 To promote the agreed vision and aims of the school
 - 2.12.2 To set an example of personal integrity and professionalism
 - 2.12.3 Attendance at appropriate staff meetings and parents evenings
- 2.13 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Method of Assessment (MOA)

[illegible]

Training	Willing to undertake job related training	AF/I
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All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

All applicants will be required to demonstrate their suitability to work with children, including motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour and attitudes to the use of authority and maintenance of discipline.

Reviewed by:

Date:
