**JOB DESCRIPTION**

**Finham Park School**

**Job Title Administrative Assistant**

**Grade** Grade 3

**Reporting to** Education Welfare Officer

# **Job Purpose**

* To work in our gate house reception area which is located away from our school building. and be the first point of contact for our visitors making sure security arrangements for the site are adhered to at all times. This is a loan working role.
* To organise and manage an efficient and effective administration support role to the attendance team.
* To ensure that Post 16 students are signing in and out correctly during study and lunch time periods.

**Duties and Responsibilities**

**Reception Duties**

* To be a point of contact for visitors to our school.
* Maintain a list of expected visitors
* To ensure school security arrangements are always complied with, including the issue of visitor’s badges and completion of visitor signing in system.
* To provide hospitality for visitors to the school.
* Deal with internal and external telephone calls in an appropriate manner, filtering calls as necessary, taking messages as required.
* Ensure security procedures are followed for all visitors.
* Ensure all Post 16 students are signing in and out correctly during study and lunch time periods and reporting non compliance to the Head of Sixth Form.
* Receive and accept courier deliveries according to office procedures and assist with checking and distributing to relevant departments.

**Administration Role**

* Undertake administrative duties to support the administration processes appropriate to the post and to support the wider school if required.
* Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents.
* Undertake routine typing, word-processing on an ad hoc basis.
* Operate office equipment e.g. photocopier, computer.
* Provide secretarial and administrative support to management and other staff.
* Maintain the confidentiality of information and the security of office systems, records, files and equipment
* Support with data input and data checking and any other related administrative tasks

All duties and responsibilities must be carried out with due regard to the School’s Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School’s Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)