

Job Description

Post Title: Receptionist/Clerical Assistant
Post Grade: APT & C Scale 3 points 5 - 6
Hours: 2 days per week (Thursday and Friday) term time only

Prime Objectives of Post

To be point of contact at the Reception - staff, visitors, guests, parents etc.
To provide clerical support for the main office and teaching staff.

Supervisory Responsibilities

Pupils in Reception

Supervision Received

Headteacher
Senior Leadership team

Decision Making

As receptionist/secretary, to make decisions on matters of a delicate nature from time to time.

Responsibility for Assets

Prevent abuse of administration equipment (e.g. photocopiers, telephone etc.)
General responsibility within the area of the Reception and General Office for fixtures, fittings, safety etc.
Confidentiality of data and information within the department.

Contacts

All staff, senior & junior, teaching & non-teaching;
Pupils;
Parents;
Governors;
Visitors & Guests;
Tradesmen & Contractors.

Duties

Dealing with incoming telephone calls quickly and effectively;
Controlling outgoing calls via the switchboard;
Providing support and information via the reception area for staff, visitors, pupils etc;
Sorting post - distribution to key individuals and internal post tray;
Escorting visitors;
General Typing;
General Photocopying;
Assisting pupils when required;
Maintenance of the reception area;
Booking of taxis and checking invoices against booking slips;
Dealing with deliveries;
Checking of admin emails;
Dealing with room booking requests;
Overseeing visitor safeguarding, security & DBS checks.
Any other duties with regard to general school administration as deemed suitable by the line manager.