

JOB DESCRIPTION

JOB TITLE: Receptionist/Admin Assistant

CONTRACT TERM: Permanent

Salary: NJC Pay Scale Points 2-9 (£22,366 – £25,119 FTE)

Contract Type: Full Time, 37 Hours (Term-Time Only Plus 1 Week Training and 3 Weeks Holiday Cover)

**Hours 8.00 am – 4.15 pm Monday to Thursday
8.00 am – 2.30 pm Friday
30 Minute Break (Unpaid)**

Start Date: As soon as possible

Responsible To: Head Of Central Services

SAFEGUARDING

The Smith Foundation has an effective child protection policy which provides clear direction to staff and others about expected codes of behaviour in dealing with safeguarding issues. The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidates will be subject to an Enhanced Disclosure & Barring Service background check (you are applying for a position working in regulated activity). The school is also committed to promoting the spiritual, moral, social and cultural development of both students and staff and reflects life in Modern Britain.

PURPOSE OF JOB:

To assist the smooth running of the whole school, by providing a professional and effective service within the Reception Office, whilst dealing in a friendly and professional manner with telephone communications and visitors to the school.

SPECIFIC AREAS OF RESPONSIBILITY:

Reception duties

- Switchboard
- Dealing with visitors
- Liaising with Authorities/Taxis/Parents re Student's Weekend and Holiday Transport
- Accepting deliveries and distribution of goods
- Recording, scanning and distributing incoming mail
- Recording, franking and taking external post to post office
- Students' filing (scanning and saving on electronic files)
- Laminating
- Binding Documents/Reports
- Photocopying
- Student photos
- Booklets/posters/Newsletters/Banners
- Social Progress Certificates
- Student and Staff Birthday Cards and emails
- Updating student information on SID/Register/Students electronic files (i.e change of address, social worker etc)
- Collate and record fire evacuation information

Whole School

- Responsibility for updates on SID (school database) including student information, holiday dates, LMT, house groups and sessional register groupings.
- Update database/boys front sheets and to ensure that these are correct and persons informed of change to details (i.e. address/tel no. etc).
- Computer Diary entries
- Vehicle bookings & fuel card responsibility
- Learner of the week postcard distribution
- Good news postcards
- Production of school certificates and results charts
- Typing letters
- Creating new forms
- Ensuring visitors lounge is up to date with all school information/certificates
- Typing and distribution of Minutes
- Planning/Bookings/Letters etc. for Christmas and Easter
- Submitting and recording AQA unit awards on SID
- Vaccination letters – liaising with the school nurse.
- Christmas card labels

OTHER SPECIFIC DUTIES

- To participate in the school's programme of performance management and supervision.
- To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the school.
- Any other duties as required

Review:

This Job Description will be subject to review and may be amended at any time after consultation with you.

Signed: Date:
Receptionist/Admin Assistant

Signed: Date:
Head of Central Services