

Job Description

Administration Assistant / Receptionist.

Job Title	Administration Assistant / Receptionist
Salary	Scale 2 – SP 3-4 or RLW (whichever is higher)
Working Pattern	08:00-16:00 Monday to Thursday, 08:00-15:30 - Friday
Line Manager/s	Business Leader, Headteacher and The Governing Body
Supervisory responsibility	The post holder may be responsible for the deployment and supervision of teaching assistants relevant to their responsibilities.

Main Purpose of the job.

As Receptionist / Administrative Assistant, you will be responsible for providing administrative support to ensure the efficient operation of the Academy's offices. You will provide support to the Business Leader, Senior Leadership Team and other Academy employees through a variety of tasks related to organization and communication. You will communicate via phone and email ensuring that all administration tasks are completed accurately and delivered with high quality, in a timely manner.

Duties and Responsibilities

Reception/Admin

- To answer all incoming calls, both internal and external, redirecting/taking messages as necessary and acting on instructions received.
- To receive and provide general support to visitors, ensuring signing in and out procedures are followed in accordance with the school Safeguarding policies.
- Assist in the sorting and distribution of both internal and external mail.
- Maintain office filing systems.
- Update school attendance management systems to record pupils arriving late to school.
- Support reprographic functions – printing, scanning, laminating.
- Support the content upload to social media channels and development of the school newsletter and communication content with external partners.

Finance / HR

- Receive and record all deliveries using the Trusts designated finance system.
- Collate invoices weekly and submit to the Trust Central Team for processing.
- Contact suppliers in relation to any outstanding items using the Academy processes in place, and commitment reports provided by the Trust.
- Check supplier statements and request any outstanding documentation.
- Liaise with the Trust Central Finance Team regarding any outstanding payment queries.
- Support with any HR admin required by the Academy.

Job Description

The Postholder must promote and safeguard the welfare of the children and young people that they are responsible for or come into contact with.

The Postholder must act in compliance with data protection principles in respecting the privacy of personal information held by the school.

The Postholder must carry out their duties with full regard to the School's Equal Opportunities Policy, Code of Conduct, and all other School Policies.

The Postholder must comply with the School Health and Safety rules and regulations and with Health and Safety legislation.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change if your contract changes or as the organisation of the school is changed. Changes will not take place without consultation.