
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 Ensuring that attendance registers are collated each morning and afternoon, for use by teaching staff
- 2.6 Receiving and sorting incoming mail for delivery to appropriate staff
- 2.7 Recording, stamping/franking and posting outgoing mail
- 2.8 Routine word processing, as and when required
- 2.9 To upload new information to the school website
- 2.10 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.
- 2.11 To ensure all tasks are carried out with due regard to Health and Safety
- 2.12 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.13 To adhere to the ethos of the school
 - 2.13.1 To promote the agreed vision and aims of the school
 - 2.13.2 To set an example of personal integrity and professionalism
 - 2.13.3 Attendance at appropriate staff meetings and parents evenings
- 2.14 Any other duties as commensurate within the grade to ensure the smooth running of the school

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	A* - C in GCSE English or equivalent	AF/C
	An intermediate or above qualification in word processing/typing skills	AF/C
Experience Relevant work and other experience	Experience in a general administration environment	AF/I
	Typing experience	AF/I
	Experience of Microsoft Word and Excel packages	AF/I
	Experience of using database applications	AF/I
	Experience of reception work	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	Able to communicate effectively and accurately both verbally and in writing	AF/I
	Able to communicate in a clear and concise manner both on the telephone and face to face	AF/I
	Ability to write clear, letters and reports	AF/I
	Ability to complete work to the required standards of accuracy and presentation	AF/I
	Able to follow set procedures	AF/I
	Ability to develop and maintain effective working relationships with a wide range of people	AF/I
	Ability to work on own initiative with minimum supervision	AF/I
	Knowledge of standard officer procedures	AF/I
	Knowledge of standard office equipment	AF/I
Training	Willing to undertake job related training	AF/I

Other		

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:
