Job Description

# Post Title: Receptionist/Administration Assistant

**Job Ref No:**  1541 – Grade D

**Responsible to:** Headteacher

**Responsible for:** n/a

**Purpose of Job**

To provide the first point of contact for staff, pupils, families and visitors to the school

in order to deal with enquiries, greet visitors to the school, and take receipt of

deliveries and payments.

To carry out specific administrative duties and general office duties as required in

order to provide an efficient and effective administrative service for the school.

Understand and implement all Safeguarding policies and procedure in relation to working with children and young people.

**Job Context**

The job holder will generally be employed during term times only.

They will typically provide a service to head teachers, teachers, other school employees, governors, pupils, parents and members of the community.

**Accountabilities**

To act as the main receptionist for the school in order to receive visitors, staff,

pupils, parents and deliveries in a courteous and efficient manner and to deal

with telephone calls in a timely manner in accordance with school policies and procedures.

To carry out general office duties such as printing, photocopying, filing, preparing post, dealing with general enquiries to ensure the provision of an efficient and effective administration service for the school.

To undertake general financial administration, such as processing orders and maintaining management information systems to support efficient service delivery requirements

To place orders for stationery, office equipment and first aid supplies to ensure that the school has sufficient resources to run efficiently and effectively.

To distribute post and messages to staff to ensure effective communications and keep staff informed of relevant information as appropriate.

To receive deliveries for the school, including matching the delivery note with

the order, checking the invoice and processing the invoice to ensure that deliveries are correct and paid in a timely manner.

To organise school trips including booking venues and transport, and taking and recording money for attendance on trips to ensure the smooth running of school trips.

Safeguarding

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Promote the safeguarding of all pupils in the school.

**Additional Requirements**

This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of the school. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.

PDET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

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|  | **Essential** | **Desirable** |
| **Educational achievements, qualifications and training** | Good general level of education including Maths and English to GCSE standard |  |
| **Job related knowledge, aptitude and skills** | Appropriate level of literacy and numeracy.  Computer literate - Basic levels of IT and keyboard skills  Basic level of data protection, security and confidentiality awareness | Experience of dealing with people/ providing customer service e.g. previous  experience of working as a receptionist.  Previous office experience.  Health & Safety awareness |
| **Equal Opportunities** | An understanding of and commitment to equality of opportunity. | Basic understanding of corporate equalities standards and impact in immediate work and service area |
| **Personal Qualities** | Willingness to participate in training and personal development  Flexible  Adaptable  Excellent communication skills |  |