

JOB DESCRIPTION – SCHOOLS

POST TITLE: Administration 1- Receptionist

DEPARTMENT: Support

GRADE: NJC SCP 2

REPORTS TO: Office Manager

1. PURPOSE OF JOB:

To provide routine clerical, administrative and financial support at the school to support learning and school management.

2. MAIN RESPONSIBILITIES:

Perform routine reception duties, answers telephone, takes messages and answers basic enquiries from staff, pupils, parents and the general public.

Provide basic secretarial services e.g. routine typing, arranging diary and providing refreshments.

Undertake routine document and report preparation, storage, retrieval and amendment using basic IT skills and appropriate technology.

Undertake routine order processing e.g. complete pro-forma, allocate order number, place order, match delivery note with order and invoice and process for payment.

Prepare and process routine information and transactions, undertake cash collection duties and simple recording.

Complete and update routine records, information and data e.g. pupil data.

Issue and collect attendance registers and processes attendance data.

Photocopy and assemble routine documents and performs basic photocopier maintenance.

Receive and process incoming and outgoing mail.

Observes and oversees pupils suffering minor injuries or ailments.

Assists with checking and compiling necessary reports and returns to comply with statutory requirements related to staff attendance and remuneration, sites and buildings and pupil related issues.

3. SUPERVISION / MANAGEMENT OF PEOPLE

The postholder has no responsibility for supervision but will on occasions, assist in the familiarisation of work duties to other colleagues.

4. CREATIVITY AND INNOVATION

The postholder will occasionally be required to use judgement when determining the most appropriate action from a range of well defined alternatives, deciding the order in which tasks are undertaken or when to involve supervisor or senior staff member.

5. CONTACTS AND RELATIONSHIPS

All school staff to discuss routine work issues, visitors and pupils to provide routine information and instruction. Suppliers to place routine orders.

6. DECISIONS

a) Discretion – The postholder works within well defined processes, practices and procedures but can determine the order in which duties are performed. Direct supervision, advice information and guidance will be readily available.

b) Consequences – Any errors would be quickly noticed and rectified

7. RESOURCES

The postholder will have the responsibility for the occasional collection of cash up to the value of £50.

8. WORK ENVIRONMENT

Divided into 4 sub-categories as follows:-

Work Demands – Works to a set programme of tasks and activities

Physical Demands – The work requires normal physical effort

Working Conditions – The postholder will normally work in an office but may occasionally be required to visit locations throughout the school.

Work Context – The job requires occasional direct contact with parents and visitors to the school.

9. KNOWLEDGE AND SKILLS

Ability to use a range of routine office equipment and information processing technology.

Ability to undertake a range of basic administrative duties.

Good basic keyboard and IT skills.

Good literacy and numeracy skills.

Good communication and inter-personal skills.

Ability to represent and celebrate the values, culture and ethos of the school.

Courteousey and politeness.

10. **GENERAL**

a) Job Evaluation - This job description has been set out in such a way as to allow for job evaluation using the GLPC Scheme.

b) Other Duties - The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.

c) Equal Opportunities - The postholder must carry out his / her duties with full regard to the Trust's Equal Opportunities policy.

d) Health and Safety - The postholder must carry out his / her duties with full regard to the authorities Health and Safety Policies and Procedures.