

NEW MILLS SCHOOL

JOB DESCRIPTION

Job Title: School Business Assistant (Receptionist/Admin Assistant)

Ref: SCH091S

Hours 35 hours pw, 39 weeks

Grade: Grade 5, PP 12-15

Responsible to: School Business Manager

Purpose of the role:

- To act as the initial point of contact for visitors, either in person or by phone, presenting a positive and welcoming impression of the school
- To provide effective administrative support using internal computer systems alongside basic MS Office packages

Main responsibilities

Oversight of Reception Area:

- To maintain and manage the school Reception area, providing a welcoming environment for all visitors
- To ensure that all visitors 'sign in' and are issued with an appropriate visitors pass
- To ensure all contractors 'sign in' and are issued with either a visitor's pass or 'Authorisation to Work' as appropriate
- To advise staff when visitors arrive
- To manage the main switchboard, routing calls as appropriate, taking, recording and passing on messages as necessary
- To receive incoming deliveries and arrange onward transmission to the relevant person/area
- To maintain a record of staff signing out of school during the school day

Post

- To receive incoming post and ensure it is passed on for processing
- To manage the outgoing post and DCC bags
- To be responsible for managing the stamps and balancing the post book on a regular basis
- To address, keep record of and post Postcards of Praise

Other Duties

- To provide administrative support as part of the Admin Team
- To ensure Meeting Rooms are properly booked by external agencies (Counselling Services, school nurse etc) and to notify the main office of clashes/difficulties.
- To ensure the Conference room is properly maintained and stocks of refreshments are available
- To assist all of the above in locating students for interviews or meetings as necessary

General Responsibilities

- To perform duties and attend meetings as reasonably required.
- To participate in the school's performance management scheme.
- To undergo in-service training where required.

- To comply with the school's Health and Safety policy and contribute to risk assessments as appropriate.
- To observe and implement current school policies and good practice.
- Contribute to the overall ethos, vision and aims of the school
- To carry out such particular duties as the Headteacher may reasonably direct from time to time.

Note: This job description will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

Post holder's signature:

Post holder's name:

Date: