**Receptionist/Administrator Job Description**

1. **Job Purpose**
   1. To act as Receptionist in the school office, by providing support for a range of office functions
2. **Key Responsibilities**
   1. Providing reception and switchboard support to the school
   2. Providing clerical support to the school’s administrative function
   3. Receiving, signing in and dealing with or directing pupils, parents and other school visitors as appropriate
   4. Taking telephone calls and delivering messages as appropriate
   5. Ensuring that attendance registers are collated each morning and afternoon, for use by teaching staff
   6. Receiving and sorting incoming mail for delivery to appropriate staff
   7. Recording, stamping/franking and posting outgoing mail
   8. Routine word processing, as and when required
   9. To upload new information to the school website
   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.
   11. To ensure all tasks are carried out with due regard to Health and Safety
   12. To undertake appropriate professional development including adhering to the principle of performance management.
   13. To adhere to the ethos of the school
       1. To promote the agreed vision and aims of the school
       2. To set an example of personal integrity and professionalism
       3. Attendance at appropriate staff meetings and parents evenings
   14. Any other duties as commensurate within the grade in order to ensure the smooth running of the school

**Person Specification**

**Method of Assessment (MOA)**

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| --- | --- | --- | --- | --- |
| 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  An intermediate or above qualification in word processing/typing skills | AF/C  AF/C |
| **Experience**  Relevant work and other experience | Experience in a general administration environment  Typing experience  Experience of Microsoft Word package  Experience of using database applications  Experience of reception work | AF/I  AF/I  AF/I  AF/I  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  Able to communicate in a clear and concise manner both on the telephone and face to face  Ability to write clear, letters and reports  Ability to complete work to the required standards of accuracy and presentation  Able to follow set procedures  Ability to develop and maintain effective working relationships with a wide range of people  Ability to work on own initiative with minimum  Knowledge of standard officer procedures  Knowledge of standard office equipment | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Training** | Willing to undertake job related training | AF/I |

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: