**THE ELTON HIGH SCHOOL**

**JOB DESCRIPTION**

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| **Post Title:** RECEPTIONIST/GENERAL ADMINISTRATOR | | | | |
| **Department:** The Elton High School | | **Post Grade:** 6  Term Time Only | **Hours:** 30 hours per week over 4 days | |
| **Special Conditions of Service**: none | | | | |
| **Purpose and Objective of post:**  To provide a wide range of administrative support for Governors, Teachers, Students, Parents and Visitors | | | | |
| **Accountable to:** Headteacher | | | | |
| **Immediately responsible to:** School Business Manager | | | | |
| **Relationships**: (Internal and External)  Governors, Headteacher, Teachers, Students, Parents and Visitors | | | | |
| **Control of resources:** | | | | |
| **Duties/responsibilities:**  To undertake reception duties, answering telephone and face to face enquiries  To be responsible for monitoring visitor records  To undertake students’ first aid/welfare duties, looking after sick students and liaising with parents/staff in accordance with school policy and procedure  To provide routine clerical support e.g. photocopying, filing, faxing, emailing, completing routine forms and paperwork  To undertake typing, word processing and other ICT based tasks including the production of letters, reports and schedules  To maintain manual and computerised records/returns/information/data  To sort and distribute internal and external mail  To be responsible for stock control, petty cash, confiscated items, lost property and medicines.  To be responsible for recording achievements and detentions on SIMS  To produce lists and information as required  To respond to queries from staff, students, parents and visitors  To provide administrational support to named members of staff  To provide administrational support for student reports  To manage the school website and twitter account  **Additional duties include:**  Administering First Aid  Cover for other absent administrative staff  Fire Marshall  Be aware of and comply with school policies and procedures relating to Child Protection, Health and Safety and security, confidentiality and data protection  Contribute to the overall ethos/aims/work of the School  Establish constructive relationships and communicate with other agencies/professionals  Attend and participate in meetings as appropriate  Participate in training and other learning activities as required  Recognise own strengths and areas of expertise and use these to advise and support others | | | | |
| Job Description prepared by: | Sign: | | | Date: |
| Agreed correct by Post holder: | Sign: | | | Date: |
| Agreed correct by Supervisor/Manager: | Sign: | | | Date: |