**THE ELTON HIGH SCHOOL**

**JOB DESCRIPTION**

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| **Post Title:** RECEPTIONIST/GENERAL ADMINISTRATOR  |
| **Department:** The Elton High School | **Post Grade:** 6Term 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 enquiriesTo be responsible for monitoring visitor recordsTo undertake students’ first aid/welfare duties, looking after sick students and liaising with parents/staff in accordance with school policy and procedureTo provide routine clerical support e.g. photocopying, filing, faxing, emailing, completing routine forms and paperworkTo undertake typing, word processing and other ICT based tasks including the production of letters, reports and schedulesTo maintain manual and computerised records/returns/information/dataTo sort and distribute internal and external mailTo be responsible for stock control, petty cash, confiscated items, lost property and medicines.To be responsible for recording achievements and detentions on SIMSTo produce lists and information as requiredTo respond to queries from staff, students, parents and visitors To provide administrational support to named members of staffTo provide administrational support for student reportsTo manage the school website and twitter account**Additional duties include:**Administering First AidCover for other absent administrative staff Fire MarshallBe aware of and comply with school policies and procedures relating to Child Protection, Health and Safety and security, confidentiality and data protectionContribute to the overall ethos/aims/work of the SchoolEstablish constructive relationships and communicate with other agencies/professionalsAttend and participate in meetings as appropriateParticipate in training and other learning activities as requiredRecognise 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: |