

Job Description

Job Title	School Receptionist / Admin Assistant	Grade	Scale LBR4
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Reports to	Office Manager
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Purpose of job

Projecting a positive image of the school in dealing with the public, parents and staff.
 Providing strong commitment to customer care to cover all reception duties where required at the Primary and Secondary School.

Main duties and responsibilities

- To take messages from parents/carers at the start of the day and ensure all absences are logged on SIMs accurately
- To deal with window enquiries from staff, students and visitors
- To check students'/visitors' access and exit to and from the school site via the electronic gates, ensuring all visitors report to reception to sign in
- To monitor the Sixth Form signing in and out
- To be first response to telephone calls
- To respond to staff enquiries via e-mail e.g. responding to 'absent from lessons' emails
- To update the electronic registration system – completing registers as required and updating signing in and out books regularly
- To deal with incoming post –sorting and distributing
- To deal with outgoing post – weighing and stamping with correct postage, and recorded delivery/certificate of posting records
- To enter data and send out all coursework and examination documents, as required
- To maintain the franking machine e.g. uploading new software and replacing ink
- To sell students' school stationery e.g. school planners
- To carry out general admin support and assistance for staff
- To maintain the log of celebration postcards weekly
- To complete filing as required
- To make appointments with parents for staff as required
- To be the first point of call for lost property
- To fill and sign the school section of forms for students
- To log and return to parents confiscated mobile phones
- To ensure the reception area is kept clean and tidy
- To monitor the electronic signing in system for all visitors; requesting documents as necessary
To register external visitors on behalf of the Seven Kings Learning Partnership
- To assist external agencies visiting the school e.g. Mental Health Support Team in finding them a suitable space to meet the students
- To collect mobile phones handed in by vulnerable students at the beginning of the day and return at the end of the day
- To carry out any other admin duties as defined by the Office Manager

The Office Manager shall delegate duties to the administrative team as seen fit for purpose and shall be responsible for introducing working practices and implementing training on new procedures to ensure a safe and harmonious working administrative environment.

General

- To attend and participate in relevant meetings, training and other learning activities
- To be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

- To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care
- To be responsible for own health and safety as well as that of colleagues, students and the public
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Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment