

JOHN COLET SCHOOL JOB DESCRIPTION

POST:	Receptionist/Administration Assistant
GRADE:	Range 2
PATTERN:	37 hrs/wk, 39 Weeks a year. Working hours 8.00am to 4.00pm Monday, Tuesday, Thursday and Friday, 8.00am to 3.30pm on Wednesdays (with a 30 minute unpaid lunch break each day)
RESPONSIBLE TO:	Head's PA

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

DUTIES AND RESPONSIBILITIES

Main duties are as follows:

- Answer the telephone sending the call to the appropriate extension and taking messages, distribute incoming emails and respond if appropriate.
- Greet visitors, open the barrier(s) for them, sign them in and arrange for them to be met.
- File letters and records.
- Undertake the word processing of letters.
- Sort and distribute the daily post.
- In the event of an evacuation take the Evacuation Report to the evacuation point.
- Notify the Site Team of deliveries.
- Weigh and frank the external post and take to the Post Office
- Arrange ParcelForce collections.
- Be the point of contact for parents and students for queries with school lockers.
- Take photos of new students and put on SIMS in the absence of the Administration Assistant.
- Monitor the medical room via the video camera in the absence of Matron.
- Keep the staff and governor photo board in the visitor's reception up to date.
- Produce ID cards for staff, governors, authorised visitors and Sixth Form Students.
- Assist in providing administrative support to teaching staff; checking and formatting letters for sending out by InTouch.
- Make sure appropriate forms are kept up to date and in stock.
- Be responsible for ordering stationery for the School Office.

In addition:

- To deal with all matters confidentially.
- To assist with other administrative activity, as directed by the Head's PA - generally contributing to the smooth running of the office.
- To provide support to students during periods of contact and help promote a general feeling of well-being within the School.
- To participate in the School's appraisal system.
- To take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if

agreement is not possible management reserves the right to make changes to the job description following consultation.

September 2019