

School 21 Job Description: Administrator/Receptionist

Responsible to:	Office Manager
Start date:	3rd September 2018
Contract:	Permanent, term time only (39 weeks plus 2 weeks)
Salary:	£24,135 per annum pro-rated (actual: £20,700 per annum)
Job purpose:	<p>The post holder will be responsible to the Office Manager for:</p> <ul style="list-style-type: none"> • Establishing and maintaining a welcoming and efficient reception. • Providing whole school administrative support and effectively maintaining office procedures and systems.
Main duties	<p>Reception</p> <ul style="list-style-type: none"> • Delivering excellent customer service at all times • Dealing with all enquiries in a professional and courteous manner, in person, on the telephone or via e-mail and text messages, determining and providing appropriate first responses to enquiries from pupils, parents and visitors. • Have sufficient knowledge of all school procedures in order to deal with enquiries at source. • Maintaining a welcoming environment and appropriate hospitality for visitors, keeping the reception area clean and tidy at all times. • Issuing visitors with badges on the InVentry system. • Check DBS clearance and issue correct lanyard. • Receiving and communicating emails and texts to relevant staff and stakeholders. • Receiving and disseminating post, parcels and exam papers. • Issuing students with temporary ties and making sure that they are returned at the end of the day. • Receiving medication from parents and maintaining a log sheet. Communication with the medical officer. • Responsible for logging confiscated mobile phones/iPads and placing them in the school safe. <p>WHOLE SCHOOL ADMINISTRATION:</p> <p>Support Student Services</p> <ul style="list-style-type: none"> • Assist in signing in/out students. • Contacting parents and carers as required, e.g. when a child is sick. • Add behaviour points for late students.

	<p>Reprographics</p> <ul style="list-style-type: none"> ● Assisting in sorting large photocopying tasks collating, laminating and binding booklets. <p>Post</p> <ul style="list-style-type: none"> ● Franking, recording and posting outgoing mail (including taking post/parcels to the Post Office when necessary). ● Opening and distributing incoming mail. ● Sorting and recording of deliveries. <p>General Administration</p> <ul style="list-style-type: none"> ● Maintaining the general filing system and filing all correspondence. ● Assisting with conferences, exhibitions and whole school events. ● Keeping the office organised and paperwork and data filed appropriately. ● Contributing to the delivery of pupil welfare and first aid services, in line with school policy and procedures. ● Create and distribute the school's newsletter.
Other:	To carry out other reasonable tasks from time to time as directed by the Headteacher or Office Manager.