



RECEPTIONIST/ADMINISTRATIVE ASSISTANT

Job Description

SPINAL POINT RANGE (OUTER LONDON, NJC FOR LG SERVICES): 5-7

RESPONSIBLE TO: Office Manager

SUPERVISION EXERCISED: Pupil receptionists

CONTACTS: Internal: Staff and pupils
External: Governors, parents, visitors, police, emergency services, maintenance staff/contractors, suppliers, mail personnel.

MAIN SCOPE OF JOB:

- I. To assist with administrative and receptionist duties in the school office. To assist staff with admin work as directed by Senior staff.

Duties and Responsibilities

A Duties (Reception and Switchboard)

- a) Reception - Welcome all visitors to the School and deal with them in a friendly and efficient manner. Check any DBS details of visitors and follow safeguarding protocols.
- b) Switchboard - Ensure that all callers' contact with the School is welcoming; deal efficiently with all calls and ensure that all messages are transferred quickly and accurately.

Duties (Administration)

- a) Prepare letters, forms, booklets and other administrative and clerical tasks for teaching staff.
- b) Pupil Data - enter and update all pupil data on SIMS database; keep records up to date, including contact details.
- c) Prepare certificates.
- d) Respond to emails promptly and professionally and redirect information to the right department.

B Responsibilities

Reviewed January 2025

- a) Be responsible for pupil receptionists.
- b) Postage – be responsible for ensuring all exam papers are recorded accurately on the post sheet and obtaining proof of postage. Be responsible for post, postage and the franking machine.
- c) Responsibility for recording the school postage, and for returns and collection of stamps.
- d) Be responsible for general administrative duties for all Year Learning Coordinators including: Sending out letters, forms, booklets, round robins etc.
- e) filing and other administrative/clerical tasks

C Equal Opportunities

Understand and act in accordance with the Equal Opportunities policies of the School with regard to staff, pupils and visitors.

D Other Duties

Carry out any other duties commensurate with the general level of the responsibility of the job.

Person Specification:

- good general education
- good IT skills
- good organisational skills
- good inter personal skills and the ability to relate well to adults and children inside and outside the school
- the ability to act on initiative after appropriate training
- Smartly dressed appearance to present a professional image of the school
- flexibility and a sense of humour

Benefits

- A highly skilled, professional and supportive staff body
- Excellent in-school career advancement opportunities
- Comprehensive professional development and training opportunities
- Enrolment into the Local Government Pension Scheme (LGPS)
- National College membership for all staff
- A comfortable and well-resourced working environment
- A programme of staff social events
- A dedicated member of the Leadership Team for staff well-being

Reviewed January 2025

- Free tea and coffee and free breakfast and lunch on inset days
- Dedicated staff well-being service (Employee Assistance Programme)
- A longer October half term
- Free zumba every week for all staff
- Onsite parking
- Free electric car charging facilities