

TUCKSWOOD ACADEMY

JOB DESCRIPTION

POST TITLE: Receptionist/Administrative Assistant

RESPONSIBLE TO: Headteacher/SLT

GRADE: C4

POSTHOLDER: TBC

PURPOSE AND SCOPE:

1. To undertake routine clerical, administrative and other duties with particular emphasis on Finance and Personnel, in order to assist in the efficient running of the Academy.
2. To provide a high standard of word processing and clerical support to the Academy by working flexibly and ensuring that duties are carried out efficiently and effectively within its Administrative Team.

ORGANISATIONAL RELATIONSHIPS:

1. Responsible to the Academy Headteacher/SLT

PRINCIPAL DUTIES AND RESPONSIBILITIES

To undertake basic secretarial support and word processing and other IT based tasks, both of a general nature as may be required to meet the needs of the Academy, and in respect of support to staff as required.

To undertake receptionist, switchboard and messenger duties within the Academy. To receive and reply promptly to any telephone and other messages, dealing as appropriate with routine enquiries. To ensure that visitors and callers to the Academy are courteously and correctly received and provide hospitality as required.

To undertake general clerical and administrative duties of a routine nature which could include:

Personnel/staffing administrative matters, for example, 1) maintaining confidential staff records, 2) completion of staff absence forms and returns, 3) monitoring of staff absence and reporting to SLT.

Maintaining and updating computerised data and management information systems.

Assisting the Academy's Finance and HR Administrator with recruitment procedures.

Collect, receive record and bank money e.g. Academy meals and Academy trip money.

To undertake clerical and administrative support including photocopying, filing, faxing, emailing and shredding.

To support the school's attendance procedures and have discussions about attendance where necessary

To undertake financial procedures as required.

To undertake a daily duty of lunchtime supervision.

To undertake any other duties that are within the scope of the post, as determined by Academy Headteacher.

WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

A working week of 32.5 hours will be undertaken. Working arrangements to be determined by the Headteacher and discussed with you.

Term Time plus one week.

REVIEW

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.