

Receptionist / Admin Assistant Job Description

Hours / Week: 37 hours - Term time only + INSET
Responsible to: Office Manager
Salary : H3

Job Purpose

- To manage the main reception of the academy.
- To enhance the reputation of the school to visitors and guests.
- To provide general administration support.

Key Areas of Responsibility

- To undertake reception duties to include promptly, calmly and effectively dealing with telephone enquiries and visitors to the school.
- To assist with pupil welfare matters, including contacting parents and staff.
- To ensure accurate recording of students entering and leaving the academy for specific appointments throughout the school day.
- To effectively work as part of the team to provide administrative support, including e-mail, writing and formatting letters and inputting data into the student information management system.
- To become confident and familiar with the administration systems of the school ensuring effective and accurate communication with the academy community.

Knowledge, Experience and Training

The successful candidate will

- Have experience of working in an office environment.
- Have high levels of organisational skills and excellent ability to prioritise workload.
- Be able to maintain confidentiality.
- Have well established and proven IT skills.
- Have excellent interpersonal and communication skills and telephone manner.
- Be willing to work as part of a team.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.