

Long Stratton high School
Admin Assistant / Receptionist Job Description

Name:	
Job Title:	Administrative Assistant
Salary range / job grade:	NJC 5-6
Responsible to:	Headteacher's PA
Responsible for:	General Office and Reception duties
Effective Date:	

Role and Context

Purpose:	<ul style="list-style-type: none"> • To provide a high standard of secretarial, Information Technology and administrative services to the school, our teachers' and pupils and, by working flexibly with other administrative staff, ensure that duties are carried out efficiently and effectively. To provide a professional front office service to visitors, parents, students and Governors.
Duties and Responsibilities:	<ul style="list-style-type: none"> • To undertake basic word processing and other IT-based tasks, both of a general nature as may be required to meet the needs of the school, and in respect of support to teachers. Provide basic secretarial support as required. • To undertake reception duties, switchboard and messenger duties within the school. To monitor the office email account and to reply to or forward onto relevant staff as needed. 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 school are courteously and professionally received and provide hospitality as required. • Maintain and update the school's cashless catering system, liaising with parents and students as appropriate. • To undertake general clerical duties of a routine nature which could include: - <ul style="list-style-type: none"> ◆ Issuing temporary bus passes ◆ Looking after sick pupils and escorting them to hospital/home ◆ Assisting with the preparation of forms, maintenance of records/registers, computerised data and management information, pupil absences etc. ◆ Responsibility for ordering and storage of office and first aid supplies, i.e. issue where appropriate ◆ Contacting parents regarding any matter as requested ◆ Preparing and sending communications to parents on Parentmail • To liaise with music teachers and prepare and issue music invoices • Where appropriate, to undertake secretarial duties of a confidential nature for named teaching staff, including maintaining diaries. • In the absence of the attendance officer, maintain the pupil registers. • To distribute incoming mail, despatch outgoing mail and take post to the post office at the end of every day as required.

General Information and review:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Signature:**Date:**

	<ul style="list-style-type: none">• To undertake photocopying for staff as and when requested• To replenish all the photocopiers with paper every day• To undertake any other duties that are within the scope of the post, as determined by the Headteacher's PA or the Headteacher.• To interact with all parents and visitors in a warm, welcoming and professional manner.
General Duties:	<ul style="list-style-type: none">• To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.• To be a trained first aider and fire marshal• To maintain Staff and Pupil confidentiality• To undertake training as appropriate• To participate in the performance management programme