



Job Description

JOB TITLE: RECEPTIONIST/OFFICE ADMINISTRATOR
DEPARTMENT: MAIN OFFICE
DIVISION: Roebuck Academy
GRADE: L6-8

Are you somebody who enjoys working in a busy office where the pace of work is fast moving and different every day? If you have recent office experience covering administration and reception duties, have good IT skills, have the ability to learn new skills quickly and enjoy the challenge of variety in your everyday work, then you may be the person we are looking for.

JOB PURPOSE

To provide routine clerical, administrative and financial support to the school.

Role and RESPONSIBILITIES

- Undertake reception duties including response to telephone and personal enquiries.
- Assist with pupil welfare matters, including contacting parents and staff.
- Provide clerical support, this will include: photocopying, filing, email.
- Maintain manual and computerised records.
- Undertake typing and word-processing, and other IT based tasks.
- Carry out routine financial and administrative tasks, including the collection of money and the completion of records and registers in accordance with school policy.

JOB CONTEXT

The jobholder is one of a team of administrative staff who provide reception and support services to the school. The work is varied and has daily, monthly and termly routines.

Knowledge, experience and training

- Experience of clerical and administrative work.
- Good numeracy and literacy skills.
- Ability to use standard office software.
- Training in any IT systems used within the establishment.
- Ability to work in a team.

The Roebuck Academy, St Margarets, Stevenage, Hertfordshire, SG2 8RG

Headteacher: Mr Andrew Mari | **Tel:** 01438 311937 | admin@roebuck.herts.sch.uk | www.roebuck.herts.sch.uk



- Understanding of the needs of children.
- Good telephone and front of house manner.
- Safeguarding training level 1
- Basic First Aid skills

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers