

## Oakgrove School

JOB TITLE:	Receptionist/Administrative Assistant
DEPARTMENT:	Administration
GRADE:	3
CONTRACTED HOURS:	25
CONTRACTED WEEKS:	38

### **JOB PURPOSE**

To provide a positive first impression of the school and to assist in the administrative function to facilitate the effective and efficient running of the school.

### **PRINCIPAL RESPONSIBILITIES**

- Organise and maintain a welcoming and efficient school reception area
- Ensure students entering the building comply with our expectations
- Undertake reception duties, operating the switchboard and dealing with face-to-face enquiries and signing in of visitors.
- Operate internal communication system.
- Provide general clerical support using Google and Microsoft systems alongside SIMS and other software packages.
- Receive incoming post and deliveries
- Working effectively as part of the administration team, supporting other colleagues in their roles and participating in relevant training and professional development.
- Respond to enquiries in a polite and helpful manner.
- Establish productive relationships with students, acting as a role model and setting high expectations in encouraging students to be polite and respectful.
- Assist in the management of information passing through the school office.
- Operation of electronic mailing system and ensuring that information is forwarded to the appropriate people.
- Operation of the telecommunications system and ensuring messages are forwarded to the appropriate people.
- Provide administrative support to members of SLT and their departments
- Support school events
- Cover for absent colleagues
- Any other reasonable task as required

### **All Trust employees are also expected to:**

- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and good behaviour of students at all times.
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos and aims of the school.

**Conditions of Service**

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust must be reported to the Headteacher.

Kingsbridge Educational Trust and Oakgrove School are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

I am in agreement with this job description and am aware that I will be subjected to annual performance appraisal, dated \_\_\_\_\_

Signed by Post Holder: \_\_\_\_\_

Signed by Line Manager: \_\_\_\_\_