

BURE PARK SPECIALIST ACADEMY

JOB DESCRIPTION

POST TITLE: Receptionist/Administrative Assistant

RESPONSIBLE TO: School Support Manager/Deputy School Support
Manager

GRADE: C4

POSTHOLDER: TBC

1. PURPOSE AND SCOPE:

1.1 To undertake routine clerical, administrative and other duties in order to assist in the efficient running of the school office.

1.2 To provide a high standard of word processing and clerical support to the school by working flexibly and ensuring that duties are carried out efficiently and effectively within its Administrative Team.

2. ORGANISATIONAL RELATIONSHIPS:

Responsible to the School Support Manager/Deputy School Support
Manager.

3. PRINCIPAL DUTIES AND RESPONSIBILITIES

3.1 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 school, and in respect of support to staff as required.

3.2 To undertake receptionist, switchboard and messenger duties within the school. 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 correctly received and provide hospitality as required.

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

a. 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.

b. Maintaining and updating computerised data and management information systems.

- c. Assisting with recruitment procedures.
- d. Collect, receive record and bank money e.g.school meals and school money.
- e. School catering administration.
- f. Assist with the preparation of forms and officials records such as pupil admissions/leavers.

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

3.5 To provide routine clerical assistance as necessary:

- Taxi changes/taxi lits
- Registers
- Emails
- Diary entries
- Typing for SLT team
- School letters

3.6 To liaise with passenger transport for the school including daily taxi lists and parental queries.

3.7 To dispatch outgoing mail and general postal arrangements.

3.8 To undertake financial procedures as required.

3.9 To undertake any other duties that are within the scope of the post, as determined by the School Support Manager.

4. 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 22.5 hours will be undertaken. Term Time plus one week.

5. 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 school in relation to the post holder's professional responsibilities and duties.