

THE HOLT SCHOOL JOB DESCRIPTION



Job Title:	Receptionist & HR assistant General Administrator: Admin Central Team	Name:	
Reports to:	HR manager/ Co-Heads PA	Reviewed:	April 2026
Grade/Pay Scale:	4	Allowance	
Employment Status	Permanent	Hours of work/FTE	30 hours per week 9.15am – 3.15pm Monday- Friday, term time only (plus 2 Inset days in September at start of academic year and 1 holiday day <i>for either GCSE or A level results day in August</i>)

To be line managed by HR manager/Co-Headteachers' PA

The post-holder will provide administrative and operational support to the HR manager. They will also work as part of a multi-skilled general administration team, providing receptionist, clerical and reprographic services to the school and individual departments.

HR assistant responsibilities:

Recruitment and Selection Support

1. Provide administrative support throughout the recruitment lifecycle, including drafting job descriptions, person specifications and adverts.
2. Coordinate advertising of vacancies through external agencies, online platforms and the School website.
3. Track applications, prepare shortlisting and interview documentation and manage candidate communications.
4. Organise and coordinate interview schedules, rooms, IT and catering arrangements.
5. Support the HR manager on interview days.
6. Conduct pre-employment checks such as references and online searches

Staff Appraisal

1. Complete all administration relating to the performance management process for teaching and support staff, ensuring that reviews are conducted in a timely fashion in accordance with the relevant policy.

HR Processes and Records Management

1. Administer and maintain staff CPD records

Reprographic responsibilities

1. To ensure the smooth running of the Reprographics Office
2. To operate the MFDs (Multi-Functional Devices) in Reprographics Office and be responsible for their maintenance on a day to day basis ensuring that toner and waste toner supplies are available for these and all machines on the school site.
3. To respond to any calls for assistance with other MFDs on the school site.
4. To train other staff in the operation of the new MFD machines.
5. To be responsible for ordering reprographics stock as required.
6. To print, collate and bind reports and other in-house materials.
7. To be responsible for the distribution and dispatch of internal and external mail.
8. To be responsible for re-cycling the toners for the school.

Receptionist responsibilities

1. To operate the telephone switchboard, dealing with telephone enquiries and taking telephone messages where appropriate.
2. To receive visitors to the school and deal with their queries, ensuring that they sign in on the InVentry system and receive the correct lanyard and badge to meet Safeguarding.
3. To deal with student enquiries as necessary
4. To assist with the distribution of lost property and ensure the lost property area is kept tidy
5. Updating pigeon-holes before start of academic year.
6. To manage the Holt Shop, involving the monitoring and ordering of stock.
7. Select and distribute secondhand uniform items and notify students by email.
8. Gate duty – ensuring all visitors/students are let into school during the school hours via Gates 1, 2 & 3
9. Ensuring visitors use car parking spaces correctly.

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Co-Headteacher

Person Specification: Receptionist/Administrator	Essential	Desirable
Education		
Professional Experience in a suitable role	✓	
5 GCSEs or equivalent (Grade 4/C or above in Mathematics and English)	✓	
A Levels/Post 18 qualifications		✓
Excellent IT skills - extensive knowledge of Word, and Excel.	✓	

Skills		
Excellent written and oral communication	✓	
Highly organised and efficient with the ability to work to tight deadlines	✓	
Able to work accurately with meticulous attention to detail.	✓	
Patient, calm and able to work under pressure	✓	
Efficient administrator – to know when to take the initiative	✓	
Flexible and adaptable – be able to think on your feet	✓	

Personal Qualities:		
Discrete and able to maintain confidentiality	✓	
Professional and welcoming manner and excellent customer service skills.	✓	

Committed to:		
Promoting and safeguarding the welfare of students	✓	
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
CPSD (continuing professional self-development)		✓