JOB DESCRIPTION

G1 – Reception /Admin Assistant

25 hours per week (Mon-Friday 7.30am-12.30pm)

Job Purpose;

To assist in the provision of a reception/clerical support service.

Main Duties and responsibilities;

To provide a reception service to the school, eg receive parents and other visitors, ensuring safeguarding and fire procedures are met at all times.

Receive telephone calls, filter calls and convey messages to staff and students as necessary. Make appointments for senior staff as directed filter calls and process enquiries where appropriate. Undertake word processing of correspondence, reports as required, notes to parents/carers ensuring that work is of a high standard. Collate and assist in the distribution of reports and any other information as required.

Receive and distribute post on a daily basis.

Assist with the updating of Sims.net checking and entering data collection forms.

Assist all school meal procedures including registers. Notify kitchen of meal requirements on a daily basis when required. Weekly reporting required under the supervision of Office/Site Manager.

Assist in maintenance and operation of the schools attendance module ensuring registers and absences are recorded.

Assist teaching staff with organising and booking of trips.

The use of all office equipment including fax, photocopier, laminators

Sign for and check all deliveries into the school.

Liase with Education service and council departments.

Undertake procedures for contacting parents to ensure hospital attendance in the event of a child's illness or accident, dealing with children in cases of sickness or emergency.

Maintain all filing systems within the office.

Work in conjunction with the other Clerical Officer within the office

Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the City Council's Heath and Safety policy, Equal Opportunities, and Corporate Data protection policies.

Responsible to; Office/Site Manager