

## **BRITANNIA PRIMARY AND NURSERY SCHOOL**

### **JOB DESCRIPTION: RECEPTIONIST / ADMINISTRATIVE ASSISTANT**

**SALARY SCALE:**    Grade 2 Points 2

**HOURS:**                21 Hours per week 38 weeks per year

                              Hours from 8.15am to 3.45pm

**RESPONSIBLE TO:** School Business Manager

### **LEVEL DESCRIPTION**

All duties will be carried out within recognised procedures or guidelines. The post holder will need to have knowledge of relevant specific organisation policies and procedures.

May include ad hoc duties, which require some initiative.

Will make day-to-day decisions about own workload, within a clear framework.

There will be some need to interpret information or situations and to solve straightforward problems.

There may be some need to use analytical and developmental skills.

Problems will be referred to line manager, who will be available for direction and guidance.

No direct responsibility for supervising others, but may involve demonstrating duties or giving advice and guidance to new employees or others.

*Britannia Primary School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

This job description sets out the major duties and other tasks associated with the stated purpose of the post and the specific duties allocated to the post holder.

**The duties listed are examples of duties at this level and other duties of a similar nature may be undertaken by the post holder and are not excluded because they are not itemised.**

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

### **Reception**

- Act as the first point of contact for visitors, greet and ensure they are signed in for security and Health and Safety purposes, including making checks for safeguarding as appropriate
- Maintain reception area to create a professional and welcoming entrance to the school at all times
- Receive and redirect telephone calls, post and email messages, dealing sensitively with confidential information
- Send out agreed information following set procedures for electronic communication
- Locate pupils around school for reasons such as attendance/medical etc.
- Arrange hospitality as required, ensuring supplies maintained at sufficient level
- Maintain and supervise medical room and administer first aid as appropriate
- Order first aid as required in liaison with Admin Assistant Pupils
- Co-ordinate Lost Property

### **Administration Support**

- Undertake word-processing and photocopying of correspondence, reports, minutes etc. as required
- Arrange for reprographic equipment repairs and servicing following procedures, and ensure machines are loaded with paper
- Check stock deliveries and refer any queries to Admin Assistant Staff, as required
- Assist with processing of orders and invoices within the schools financial procedures

- Assist with the recovery of debts according to school policy
- Liaise with Catering, Lunchtime, Premises staff as appropriate
- Assist with pupil administration
- Assist with Administration of school lettings and clubs
- Ensure the efficient and effective administration in the reception and office by maintaining appropriate systems and procedures
- Assist with general clerical duties as required
- Ordering and maintaining office supplies through established procedures and check deliveries

### **Professional Behaviour**

- Be friendly, fair and consistent with pupils, demonstrating the expectations from the School behaviour policy
- Provide a good role model to pupils
- Be professional, friendly, helpful and welcoming to parents/carers and others visiting or making contact with the school
- Be friendly and respectful towards all colleagues and address any concerns through proper channels
- Support and uphold the aims, values and ethos of the school
- Be smartly and professionally dressed

The role holder will be expected to continue personal development as agreed at performance review meetings and engage actively in the performance review process.

### **Date of Issue**

**Signed**

**Principal**

**Signed**

**Postholder**