

## **JOB DESCRIPTION**

### **RECEPTIONIST/ADMINISTRATOR**

The post holder is immediately responsible to the Office Manager

#### **Job Purpose**

To provide effective and efficient reception and clerical support within the main school office

#### **Duties and Responsibilities**

- Answering telephone calls and filtering calls and ensuring all messages are promptly distributed via the school internal email system.
- Respond to general enquiries or refer complex queries to appropriate member of staff.
- Maintain an awareness of location of staff/pupils at all times to deal with enquiries.
- Undertake general typing/word processing duties, including correspondence, teaching materials, and prepare materials for printing, duplicating etc.
- Supporting teaching staff (and other stakeholders as appropriate) with the creation and development of bespoke spreadsheets to support the effective use of data within the school.
- Operation of photocopying and other reprographics equipment. Responsible for liaison with external suppliers relating to the reprographics equipment.
- Recording of all money for trips that comes into the office
- Routine filing and maintenance of filing systems.
- Under the guidance of the senior leader team ensure that events coordination and operational procedures are in place.
- Support Educational Visit documentation. Ensuring that forms used are up to date in line with changing legislation or LA requirements, issue and receipt of forms from teachers responsible for trips ensuring that all detail is completed appropriately, liaison with insurance and organisation of collection of cash for appropriate trips, within the admin area.
- Carry out First Aid for pupils and staff as required, (after training provided) to include contact with staff and parents as appropriate.
- Uniform liaison between school uniform suppliers and parents / carers.
- Liaise with reprographics team at Arrow Vale to assist with publication / display materials.
- Undertake other administrative duties as and when required.
- Provide first aid support in the absence of the First Aid Lead.

#### **Note**

The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Principal and the post holder.