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| **Ferryhill Business and Enterprise College** |
| **Job Title:** | Administrative Assistant / Receptionist |
| **Grade:** | Grade 2 |
| **Hours:** | Term Time - Full Time (37 hours)  |
| **Reporting to:** | Business Manager |
| **Main Duties:** |
| To work in the college office as part of a team to support all aspects of clerical work;* To word process letters and an assortment of documents
* To answer the telephone and respond accordingly
* To receive visitors and respond to enquiries at both office windows
* To deal with student and staff enquiries both office windows
* To sell uniform to students and write receipts
* To use a two way radio system to communicate with key teachers and caretakers
* To use SIMS to access information and to update information (through data collection sheets and admission forms) e.g. students’ timetables, home addresses, telephone numbers etc. and NOVA to produce various reports, class lists etc.
* To use office equipment including copiers, fax, franking machine, etc.
* To ‘post’ papers in staff pigeon-holes
* To log, frank and take external post to post office
* To record latecomers and log on to SIMs Attendance module.
* To download Extranet and distribute to staff
* To provide refreshments (tea/coffee) for meetings and visitors; clear away afterwards and take dirty crockery to kitchen to be washed.
* To provide cover for Student Support Officer when absent (processing of registers and voice connect, etc.) and on other occasions when requested.
* To provide general help to ensure the smooth running of the school office
* Keep foyer area clean, tidy, well presented to visitors
* To assist, when needed, with the whole college photocopying and production of badges for student teachers.
* Student of the Month (over the month) and tutee of the month for the purpose of producing certificates and now recording behaviour points on SIMS system
* Students on Report (weekly)
* Options booklet (annually)
* Annual Parental Consent Forms/ data collection sheets (filing and sorting)
* CCTV
* Laminating signs for Business Manager/Caretakers
* To update the newsletter notice board from partner primary schools.
* Moving on surveys, results collated onto a spreadsheet and forwarded onto transition team.
* To document and produce minutes for meetings as and when required.
* To co-ordinate room bookings on booking template.
* To produce certificates for KS3 and KS4 presentation evenings.

 **The above duties and responsibilities are not an exhaustive definition of all tasks associated with the post. These duties may vary from time to time without materially affecting the level of responsibilities or character of the post and this is reflected in the grading.**   |