**Job Specification**

**Role Title**

**Administration 2 (Receptionist)**

**Purpose of the role (job statement)**

To provide specific clerical and administrative or financial functions for the school under the direction or instruction of senior staff.

**Responsibilities**

**Key duties:**

1. Answering the telephone, transferring calls, taking and forwarding messages.
2. Deal with enquiries either by telephone or face-to-face.
3. Receiving and welcoming of visitors; providing refreshments.
4. Signing in of visitors in line with safeguarding policy.
5. Ensuring visitors are promptly collected and escorted by appropriate staff member/s.
6. Process and distribute incoming post/process outgoing post. Monitor and distribute. incoming e-mails where appropriate.
7. Process various on-line booking systems e.g. meeting rooms.
8. Provide general clerical support including clerical processes, word processing, IT based tasks. requiring knowledge of various ICT packages and operation of office equipment.
9. Maintain manual and computerised records and management information systems.

**Individuals in this role may also undertake some or all of the following:**

1. First point of contact for sick pupils, liaise with parents / carers/staff.

2. Assist with arrangements for school visits and events.

3. Maintain stocks and supplies, selling and distributing as required.

4. Undertake general financial administration such as processing orders, collecting monies and undertake basic book keeping, such as for petty cash.

5. Provide administrative support for meetings and take notes at meetings.

6. Assist with the administration of school lettings and other uses of school.

7. Produce lists, information and data as requested by senior staff or external agencies (e.g. standard/statutory returns).

**Indicative knowledge, skills and experience**

General clerical, administrative and financial work, as appropriate.

**General Requirements**

1. Attending and participating in training and development courses as required.

2. Attending meetings, liaising and communicating with colleagues in the school.

3. Being an effective role model for the standards of behaviour expected of pupils.

4. Having due regard to confidentiality, safeguarding child protection procedures, health and safety, comply with e-safety policy, other statutory requirements and the policies of the governing body and local education authority. Professional Values and Practice.

**Additional requirements**

To undertake any other duties commensurate with the post.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the School

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of School records and information.

The post holder must carry out their duties with full regard to the School’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other School Policies.

The post holder must comply with the Schools Health and safety rules and regulations and with Health and Safety legislation

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