Bishop Chadwick
Catholic Education Trust

Job Description

Receptionist/Administration Assistant.

Job Title	**Receptionist/Administration Assistant.**
Salary	**Band 2 – Scale Point 3-4**
Working Pattern	**08:00-16:00 Monday to Thursday, 08:00-15:30 - Friday**
Line Manager/s	**Business Leader, Headteacher and The Governing Body**
Supervisory responsibility	**The post holder may be responsible for the deployment and supervision of teaching assistants relevant to their responsibilities.**

Main Purpose of the job.

As Receptionist / Administrative Assistant, you will be responsible for providing administrative support to ensure the efficient operation of the Academy's offices. You will provide support to the Business Leader, Senior Leadership Team and other Academy employees through a variety of tasks related to organisation and communication. You will communicate via phone and email ensuring that all administration tasks are completed accurately and delivered with high quality, in a timely manner.

Duties and Responsibilities

Reception

- Provide a professional receptionist role to internal and external visitors.
- Operate the switchboard promptly, handling incoming calls, redirecting/taking messages as necessary and acting on instructions received.
- Provide assistance to staff, pupils and visitors with any queries made at the reception area by resolving or redirecting queries and giving advice where appropriate – eg. Email, in person, telephone.
- Update school MIS system to record pupils arriving late to school, pupils signing in/out of school.
- To receive and provide general support to visitors, ensuring signing in and out procedures are followed in accordance with the school Safeguarding policies.
- Maintaining the reception area and entrance area in a clean and tidy condition.
- Ensuring the display board in reception and the immediate area are kept up to date and in good order.
- To operate the reception desk control access systems

Admin

- Provide general administration support to the school office and wider staff team.
- Update and maintain accurate records, databases and filing systems.
- Maintain records ensuring compliance with GDPR and school procedures.
- Ensuring deliveries are checked and distributed from reception.

- To prepare all mail for franking and packages as required including maintaining the post log.
- Assist with the stock control and ordering of school supplies and resources.
- Support reprographic functions – printing, scanning, laminating.

Safeguarding and Compliance

- Maintain confidentiality and handle sensitive information appropriately
- Comply with safeguarding, health and safety, GDPR and all school policies and procedures.
- Report any safeguarding confirm immediately in line with school procedures.
- Contribute to maintaining a safe and secure environment for pupils, staff and visitors.

General

- Attend relevant meetings and training as required
- Work collaboratively with colleagues to support the effective running of the school.
- Undertake any other duties commensurate with the grade of the post as reasonably requested by the Headteacher or Business Lead.

The Postholder must promote and safeguard the welfare of the children and young people that they are responsible for or come into contact with.

The Postholder must act in compliance with data protection principles in respecting the privacy of personal information held by the school.

The Postholder must carry out their duties with full regard to the School's Equal Opportunities Policy, Code of Conduct, and all other School Policies.

The Postholder must comply with the School Health and Safety rules and regulations and with Health and Safety legislation.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change if your contract changes or as the organisation of the school is changed. Changes will not take place without consultation.

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