Job Description

JOB TITLE	Receptionist and Admin Assistant (Secondary School)	JOB REF NO	AAAE5084

1 BASIC JOB PURPOSE

To provide undertake reception and administration duties to ensure the smooth running of the school.

2 MAIN RESPONSIBILITIES

1	Provide a reception and telephone answering service (both internal & external) to ensure all callers are dealt with promptly, politely and efficiently.
2	Be responsible for greeting visitors to the School Reception and for signing all visitors in and out using the electronic system (Inventry) and using the intercom system to allow access to visitors via the pedestrian gate.
3	Provide a word processing and data processing service to ensure the efficient and timely production of correspondence and documentation including production of detention emails on receipt of pro-forma signed by teacher.
4	Be responsible for franking all outgoing mail and for receiving and distributing incoming mail to departments.
5	Undertake other administrative tasks e.g. filing, word processing, photocopying to facilitate the smooth running of the school.
6	Accessing and updating student personal data on Arbor such as telephone numbers and addresses.
	Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.