



Receptionist/Office Admin Assistant

Job Description

Post Title:	Receptionist/Office Admin Assistant
Job Grade:	H2 20-25hours per week/TTO
Responsible to:	Office Manager

Job Purpose

- To support the School Community in ensuring the efficient and effective management of the School's Reception and Student Service areas of the School
- To manage efficiently and effectively the School's telephone system
- To greet and record details of all visitors to the School and keep a record of staff and visitors signing in and out of the building
- To be responsible for ensuring that in the event of a fire or any other emergency requiring staff to leave the building, to be responsible for ensuring that the visitors book and signing out books are removed
- To record and report on Pupil absence

Key Processes

- To be responsible for the answering of the main school switchboard
- To be responsible for signing in visitors to the School and to communicate with courtesy and clarity to all staff, students, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face to face enquiries
- To accept deliveries and arrange the distribution through the Site staff
- To deal with all incoming and outgoing mail and parcels including recorded delivery items
- To review and update on a regular basis the staff contact and telephone extension lists
- To maintain and update all administrative and information systems and processes as required, including retrieving and collating information and to ensure delivery of a high level reception and Student services
- To produce whole school weekly analysis of attendance
- To publish daily on-call statistics to all staff
- To attend appropriate professional development courses
- To carry out other occasional reasonable duties as may be requested by the Headteacher or the Office Manager commensurate with grade
- Celebrate in the success of the school

This job description sets out the duties of the post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Longdean School is committed to safeguarding and promoting the welfare of children and young people and the successful applicant will be required to undertake DBS Disclosure at Enhanced level.