



## **JOB DESCRIPTION**

**JOB TITLE:** Administrative Assistant / Receptionist

**RESPONSIBLE TO:** Headteacher and School Business Manager

**JOB PURPOSE:** To provide administrative support to the school office

### **Main duties and responsibilities:**

1. To answer the main school telephone and transfer calls to the appropriate part of the school as well as taking phone messages and answering queries.
2. To meet and greet visitors at the school office and ensure they sign in, in accordance with school procedures.
3. To collect money from pupils, (for school trips, clubs, dinners, photographs etc.) and ensure it is entered into the daily cashbook and passed on to the finance manager, in accordance with school procedures.
4. To check incoming deliveries and notify staff to collect, in accordance with school procedures.
5. To record data for school trips on the school's MIS system.
6. To use Word and Excel to type standard letters and routine documents, individual letters, spreadsheets etc, as drafted by the teacher(s).
7. To undertake bulk photocopying, as required.
8. To undertake filing, as required.
9. To order stationary supplies for the school office.
10. To order school uniform for staff and pupils and liaise with the school uniform supplier.
11. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
12. To undertake any other duties, equivalent to the level of the post, as may be required from time to time.