



JOB DESCRIPTION

Post Title: School Business Assistant (Receptionist / Admin Assistant)

Ref: SCH091S

Grade: Grade 5 PP 4-5

Hours/FTE: 37 hours per week, 39 weeks per year

Responsible to: School Business Manager

Purpose of the Job

To act as the initial point of contact for visitors, either in person or by phone, presenting a positive and welcoming impression of the school.

To provide effective administrative support using internal computer systems alongside basic MS Office packages.

To engage in administrative tasks as directed.

Main responsibilities

Oversight of Reception Area

- To maintain and manage the school Reception area, providing a welcoming environment for all visitors.
- To ensure that all visitors 'sign in' and are issued with an appropriate visitors pass.
- To ensure all contractors 'sign in' and are issued with either a visitor's pass or 'Authorisation to Work' as appropriate.
- Welcome students, check their uniform as they arrive and ensure they are signed in if they are late and signed out before the end of the school day.
- Act as a point of contact for students during the day answering relevant questions and in conjunction with finance administer the sales of stationery, revision guides and other items sold from reception.
- To advise staff when visitors arrive.
- To manage the main switchboard, routing calls as appropriate, taking, recording and passing on messages, as necessary.
- To receive incoming deliveries and arrange onward transmission to the relevant person/area.
- To maintain a record of staff signing in/out of school during the school day.
- To support the fire alarm procedure.
- To assist with administrative duties as directed.

Post

- To receive incoming post and ensure it is passed on for processing in a timely fashion.
- To manage the outgoing post and DCC bags.
- To be responsible for managing the stamps and balancing the post book on a regular basis.
- To address, keep record of and post Postcards of Praise.

Other Duties

- To provide administrative support as part of the Admin Team.
- To ensure Meeting Rooms are properly booked by staff or external agencies (Counselling Services, school nurse etc) and to notify the Office Manager of clashes/difficulties.
- To ensure the Conference room is properly maintained and stocks of refreshments are available
- To assist in locating students for interviews or meetings, as necessary.

General Responsibilities

- To perform duties and attend meetings as reasonably required.
- To participate in the school's performance management scheme.
- To undergo in-service training where required.
- To comply with the school's Health and Safety policy and contribute to risk assessments as appropriate.
- To observe and implement current school policies and good practice.
- Contribute to the overall ethos, vision and aims of the school
- To carry out such particular duties as the Headteacher may reasonably direct from time to time.

Note: This job description will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

New Mills School

Person Specification: Receptionist		Assessment
Skills and Knowledge		
Good ICT skills across a range of different programmes	Essential	A/I
Excellent communication skills	Essential	A/I
Very good organisational skills	Essential	A/I
The ability to work under pressure	Essential	A/I
Experience		
Experience of working in a 'Customer Service' environment	Essential	A/I
Experience of working in a school environment	Desirable	A/I
Experience of working with young people	Desirable	A/I
Experience of establishing relationships both internally and externally	Essential	A/I
Qualification and Training		
A minimum of 5 GCSEs at grade C or above, including English & Maths or equivalent.	Essential	A
A commitment to own personal development and training	Essential	A/I
Personal Attributes		
Ability to use own initiative to work flexibly and respond positively to a range of situations	Essential	A/I
Resilience, commitment, and approachability	Essential	A/I
Ability to multi-task effectively	Essential	A/I
Willingness to share information and expertise	Essential	A/I
Ability to remain calm when under pressure	Essential	A/I
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	Essential	A/I
Able to make a positive contribution to the team.	Essential	A/I
Maintains standards set by the organisation.	Essential	A/I

Ability to work alone unsupervised, take responsibility for own actions and manage own workload.	Essential	A/I
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Key: A – Application I - Interview R - Reference