

Job Title: School Receptionist

Grade: JG3

JOB PURPOSE

Working within the general direction of the Headteacher and School Business Manager undertake a specific range of Admin and ICT duties, which support the management of the school in an effective and positive manner.

To act as an integral part of the school staff team and, as such, to contribute to the overall aims of the school, working within agreed policies and procedures.

RESPONSIBILITIES AND ACCOUNTABILITIES

Duties will include:

- Monitoring reception emails and responding as required.
- Providing general admin support to the school .
- Maintaining manual and computerised records/management information systems.
- Undertake typing and word-processing and other IT based tasks.
- Sorting and distributing mail.
- Operating relevant IT equipment and packages, e.g. Word including mail-merge, excel, other databases, spreadsheets, internet.
- Administration of school lunches, including ParentPay.
- Assisting with the administration for school trips.
- Maintaining and ordering stationery supplies.

PERSON SPECIFICATION

AREA	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	Five GCSEs or equivalent, including English and Maths.	Evidence of CPD.	Application Certificates
Experience	Considerable experience of the use of IT packages. Competent in clerical and secretarial working in a confidential environment. Problem solving. Competent in managing/ protecting data/ information. Good time management and ability to prioritise.	Experience of using SIMS software. Experience of using G Suite packages.	Application References Interview
Personal Qualities	Able to work independently and as part of a team. Empathy for children with SEN and their families.		Application References Interview
Communication Skills	Clear oral and written communication and interpersonal skills. Good telephone manner.		Application References