

THE JOHN COLET SCHOOL



JOB DESCRIPTION

POST:	Receptionist/Administration Assistant (Temporary post)
GRADE:	Range 1b
PATTERN:	37 hrs/wk, 39 Weeks a year. Working hours 8.15am to 4.15pm Monday, Tuesday, Thursday and Friday, 8.15am to 3.45pm on Wednesdays (with a 30 minute unpaid lunch break each day)
RESPONSIBLE TO:	Head's PA

DUTIES AND RESPONSIBILITIES

1. To answer the telephone sending the call to the appropriate extension and taking messages.
2. To greet visitors, sign them in and arrange for them to be met.
3. To file letters and records.
4. To undertake the word processing of basic letters.
5. To sort and distribute the daily post.
6. To weigh and frank the external post.
7. To make sure appropriate forms are kept up to date and in stock.
8. To be responsible for ordering stationery for the School Office.
9. To deal with all matters confidentially.
10. To assist with other administrative activity, as directed by the Head's PA - generally contributing to the smooth running of the office.
11. To provide support to students during periods of contact and help promote a general feeling of well-being within the School.
12. To participate in the School's appraisal system.
13. To take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

September 2017