

JOB DESCRIPTION
ANSTEY JUNIOR SCHOOL

Post Title: Receptionist/Admin Assistant
Responsible to: Administrative Officer
Function: To provide a support service - complementary to the teaching activities in the school
Duties: The principal duties will be drawn from the following list
Hours: 24 hours per week - Term time only

1. General

- Provide a friendly professional "Front of House" service for the school. To answer the telephone, receive visitors to the school, and answer routine questions
- To maintain the office records (filing systems etc.)
- To operate reprographic equipment
- Collection and sorting of pupil payments/slips from parents/registers
- Assist Admin officer and Snr Admin assistant with general office tasks, including data input, typing correspondence, photocopying and filing
- Produce weekly staff signing-in sheet
- Ensure visitor and pupil signing-in books are kept up-to-date

2. Financial Administration

- To assist the Admin Officer when necessary
- Input lunch requirements onto Tucasi
- Input lunch & trip payments onto Tucasi

3. Administrative liaison with other staff

- To liaise with teachers, educational psychologists, education welfare officers, health service staff etc. in the administrative aspects of their work relating to the school
- Liaise with class teachers with regards to pupil information
- Ensure all messages are passed to the relevant person promptly
- To liaise with HC3S staff

4. Welfare Support

- To assist with the supervision of pupils - for example when pupils are waiting to be examined or treated by Health Service staff, and in library Areas
- To undertake first aid duties
- To help children when necessary and support teachers and support staff with welfare matters

In addition, to undertake any other duties as may reasonably be requested. This job description may be reviewed at the end of the academic year, or earlier as necessary. In addition, it may be amended at any time after due consultation.