



SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

Post: Receptionist/CLERICAL ADMINISTRATOR

Responsible to: resource & ADMIM TEAM LEADER

Grade: Grade 2 / point 5

Purpose:

The post holder will work as part of the school office team in providing an efficient administration service for the whole school. The post is primarily working as the school's receptionist, answering telephone calls and emails, taking messages and safely signing in visitors and pupils. You will be the first port of call for all visitors so as the face of the school you must be professional and courteous with good communication skills. Some clerical work will also be required as part of the role, including word processing and using spreadsheets, supporting the administration of the attendance and behaviour management systems, handling pupil and staff enquiries and providing general clerical support to teaching staff.

Principle accountabilities:

- Provide the main reception service, handling calls to the switchboard and enquiries from pupils, parents and visitors. Receive parents, visitors and representatives at reception, arranging for them to be taken to the appropriate staff and locate pupils if required.
- Provide general clerical support to teaching staff assisting in the preparation of letters to parents, photocopying etc.
- Manage the external post and communication system (e.g. internal and external post, SIMS communications, email).
- Carry out duties with due regard to confidentiality and data protection regulations particularly with regard to pupil data.
- Carry out all duties maintaining the highest levels of customer care and service and adhering to the schools' safeguarding and security policies at all times.
- The post holder is responsible for the safeguarding and promotion of the welfare of children.

- Act as a first aider (full training will be provided).
 - Undertake such additional duties as are reasonable commensurate with the level of this post.
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Key knowledge & skills:

- Sound knowledge of Microsoft software, SIMS.Net.
 - Excellent communicator both verbally and in writing with the ability to deal sensitively with all customers.
 - Good keyboard skills
 - Ability to work as part of a team
 - Professional attitude
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Events to attend:

- Department meetings
 - Staff meetings
 - Other school events and meetings as directed by the Headteacher
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Working relationships:

Internal – Teaching and Support Staff, Governors

External – Parents/Carers, TCAT Staff, LA Staff, Public

The duties outlined in this job description are in addition to those covered by the latest Pay and Conditions Document. It may be modified by the Headteacher to include responsibilities commensurate with the salary and job title.