

Job Description

Post of Receptionist/School Secretary

Grade 6

Hours of work: Monday to Friday (35 hours with 1 hour for lunch)

7.30 am to 3.30 pm

Responsible to: the Admin Manager

1. To provide a reception service, to ensure that staff, students, governors, parents and others who visit the school receive a prompt and helpful service. This will include booking pupils and visitors in and out during the school day and operating the switchboard and electronic gates.
2. To organise cover for absent staff and associated duties.
3. To undertake word processing including correspondence, publications, handbooks, policy documents, forms, certificates etc.
4. To provide a comprehensive secretarial, administrative and clerical service which will include senior staff.
5. To undertake a range of administrative duties relating to appointments, prize giving and other events as necessary and to assist staff to ensure that these events proceed smoothly.
6. To undertake a range of clerical duties including distribution of documents in a timely manner.
7. To interrogate databases to produce less routine reports (including simple spreadsheets) identifying problems and issues with data produced.
8. When required, to monitor attendance of students.
9. To oversee all matters relating to the provision of school transport.
10. To keep plasma screen updated.
11. Any other duties relevant to the grade

Signed:.....

Date:.....