


<b>Job Description</b>			
<b>Receptionist Admin NJE Grade 2</b>	<b>School Ash Lea School</b>		<b>Post Ref</b>
<b>Job Purpose</b> The provision of varied clerical, administrative and financial support to the school as directed.			
<b>Key Responsibilities</b>			
<ol style="list-style-type: none"> <li>1. Promoting the reputation of school through excellent communication with visitors, staff, pupils and parents through all mediums.</li> <li>2. Adhere to confidentiality, data protection and safeguarding procedures</li> <li>3. School diary management including planning visits, booking rooms, vehicles and travel. Arranging hospitality for visitor and staff as required.</li> <li>4. To perform varied clerical tasks including but not limited to, confidential typing, filing, input data and carry out returns, note taking, pupil certificates</li> <li>5. Co-ordinating home school communications using a wide range of mediums to support class staff and external providers in line with permissions.</li> <li>6. Managing the reception and parent replies email accounts.</li> <li>7. Maintaining a clean and tidy reception area</li> <li>8. Processing all pupil attendance data, ensuring data is accurate and current. Collating evidence, report preparation and communication with attendance lead as necessary.</li> <li>9. Maintaining accurate staff absence records including preparing reports</li> <li>10. To prepare and communicate pupil respite lists</li> <li>11. Coordinating morning and end of day routines for home/school transport</li> <li>12. Receiving deliveries and matching delivery notes with orders/invoices.</li> <li>13. Receiving and processing incoming and outgoing mail.</li> <li>14. Recording dinners and collecting dinner monies.</li> </ol>			
<b>The post holder will perform any other duty or task that is appropriate for the role described.</b>			

Grade 2 Reception

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<b>Person Specification</b>	
<b>Education and Knowledge</b> <ol style="list-style-type: none"> <li>1. Grade 4-9 or A-C in English and Maths at GCSE or equivalent</li> <li>2. A good standard of secondary education to GCSE level or equivalent.</li> </ol>	<b>Personal Skills and general competencies</b> <ol style="list-style-type: none"> <li>1. Ensure effective communication within a professional setting</li> <li>2. The ability to both follow and give direction</li> <li>3. To work on own initiative, when appropriate</li> <li>4. Prioritise own workloads alongside the wider priorities of the school</li> <li>5. Incorporate whole school ethos within working practice</li> <li>6. Be pro-active in own professional development</li> <li>7. Be flexible to meet with the differing requirements of the school</li> <li>8. Work as part of a team and alongside other teams within school</li> <li>9. To uphold the school's positive reputation</li> </ol>
<b>Experience</b> <ol style="list-style-type: none"> <li>1. Carrying out a range of clerical or administrative duties</li> <li>2. Following well defined processes, practices or procedures</li> <li>3. Carrying out task without close supervision</li> <li>4. Working with IT systems including basic word processing, spreadsheet operation and calendar functions.</li> <li>5. Handling information in accordance with data protection principles</li> <li>6. Handling and processing monies</li> </ol>	
<b>Main Purpose</b> <ul style="list-style-type: none"> <li>• To provide initial communication with the school for all visitors and callers; presenting a positive and professional impression to all visitors to the school</li> <li>• To provide administrative services as directed.</li> </ul>	