

Job Description			
Title Receptionist / Administration Assistant	School: Ash Lea School	Pay Grade NJE GR2	
Job Purpose The provision of varied clerical, administrative and financial support to the school as directed.			
Key Responsibilities 1. Adhere to confidentiality, data protection and safeguarding procedures 2. School diary management including planning visits, booking rooms, vehicles and travel. Arranging hospitality for visitors and staff as required. 3. To perform varied clerical tasks including but not limited to, confidential typing, filing, input data and carry out returns, note taking, pupil certificates 4. Co-ordinating home school communications using a wide range of mediums to support class staff and external providers in line with permissions. 5. Managing the reception and parent replies email accounts. 6. Maintaining a clean and tidy reception area 7. Processing all pupil attendance data, ensuring data is accurate and current. Collating evidence, report preparation and communication with attendance lead as necessary. 10. Maintaining accurate staff absence records including preparing reports 11. To prepare and communicate pupil respite lists 12. Coordinating morning and end of day routines for home/school transport 13. Receiving deliveries and matching delivery notes with orders/invoices. 14. Receiving and processing incoming and outgoing mail. 15. Recording dinners and collecting dinner monies 16. Any other duty or task that is appropriate for the role described.			

Person Specification	
Education and Knowledge 1. Grade 4-9 or A-C in English and Maths at GCSE or equivalent 2. A good standard of secondary education to GCSE level or equivalent.	Personal skills and general competencies 1. Ensure effective communication within a professional setting 2. The ability to both follow and give direction 3. To work on own initiative, when appropriate 4. Prioritise own workloads alongside the wider priorities of the school 5. Incorporate whole school ethos within working practice 6. Be proactive in own professional development 7. Be flexible to meet with the differing requirements of the school 8. Work as part of a team and alongside other teams within school 9. To uphold the school’s positive reputation 10.To work with integrity 11.Be honest and respectful with an ethical approach 12.Safeguard pupils, staff and visitors at all times
Experience 1.Carrying out a range of clerical and administrative duties 2. Following well defined processes, practices and procedures 3. Carrying out tasks without close supervision 4. Working with IT systems including Microsoft Office suite and office 365. 5. Handling information in accordance with data protection principles 6. Handling and processing monies 7. Answering telephone calls and emails	
Main Purpose • To provide initial communication with the school for all; presenting a positive and professional impression at all times • To provide administrative services as directed	

