



## JOB DESCRIPTION – ADMIN TEAM MEMBER INCORPORATING RECEPTIONIST, ADMINISTRATOR AND TYPIST

<b>Job Title</b>	Admin Team Member incorporating Administrator, Receptionist and Typist
<b>Grade</b>	Band 2
<b>Reports to</b>	Administration Manager
<b>Liaison with</b>	Admin Manager, Other Staff – Admin and Teaching, Visitors, External Agencies and ECC Staff
<b>Job Purpose</b>	To provide effective, efficient and professional admin / reception services to internal and external services users/visitors
<b>Duties</b>	<ul style="list-style-type: none"> <li>To receive and deal with enquires either face to face, via telephone, email or written communications from parents, staff, students, governors or external advisors and or visitors</li> <li>To ensure safeguarding procedures are adhered to, to include but not limited to: visitors security procedures, the maintenance of SIMS, data entry onto SIMS, data collection, issuing of student references and distribution of internal / external post and emails</li> <li>To undertake data entry, ensuring accuracy at all times, to include but not limited to: SIMS, SEND Administration and event administration</li> <li>To provide an accurate and efficient admin service to all service users, to include but not limited to: production of school/student letters, production of reports, data entry and data management</li> <li>To undertake Main/ Student reception duties to cover staff absences as required to meet the high standards of the school , to include but not limited to: meeting and greeting visitors, distribution of post, production of ID cards, distribution of items purchased via ParentPay, franking of post and assisting with the administration of school trips and activity days</li> <li>To assist with the administration and delivery of, but not limited to: celebration evenings and parent consultation evenings across all year groups</li> <li>Obtain a nationally recognised First Aid certificate and attend refresher course, act as back up to First Aid and to provide cover during any staff absences</li> <li>To be responsible for the general tidiness of the stationary store and main school office</li> <li>Undertake admin duties relating to the ordering of school stationery and supplies</li> <li>To provide back up support during staff absence within the Sixth Form, Reprographics and Displays departments</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher, Admin Team Leader or Bursar to carry out appropriate duties within the context of the job, skills and grade</p>