**Job Description – Receptionist and office administrator**

**Responsible to**

* Headteacher and Office Manager

**Job purpose**

* To ensure the efficient and smooth operation of the reception area and to maintain and assist in the Administrative functions of the school.

**Responsibilities**

* Carry out reception and telephone duties, particularly ensuring that the office area is fully staffed during peak periods.
* To collate and produce a weekly newsletter
* To ensure all visitors sign into the Inventry System upon arrival
* Carry out first day of absence calls for pupils who are absent from school
* Ensure the display boards around the school site are maintained and contain the most up to date information e.g. school menus, newsletters etc.
* Update the display boards in the staffroom as directed by the Headteacher/deputy Headteacher.
* To oversee the provision of logistics for conferences, training events and important meetings organised by the Headteacher or deputy Headteacher.
* Manage the meeting and training room diaries
* Co-ordinate the booking of any courses as directed to do so by the Headteacher.
* Working in partnership with the deputy Headteacher co-ordinate the logistics for hosting the OTP, DTP and OTAP training programmes.
* Co-ordinate room bookings for visitors.
* To ensure that messages are recorded and passed to members of staff and/or pupils.
* Maintain the school diary and provide a daily events summary for the school day
* To be responsible for the manual checking of all deliveries ordered through the school budget
* Assist with the collation and entry of all new collection arrangements (whole school) for children each September
* Any other clerical duties which could reasonably be expected from a receptionist/clerical officer.
* Take post to Post Office as necessary