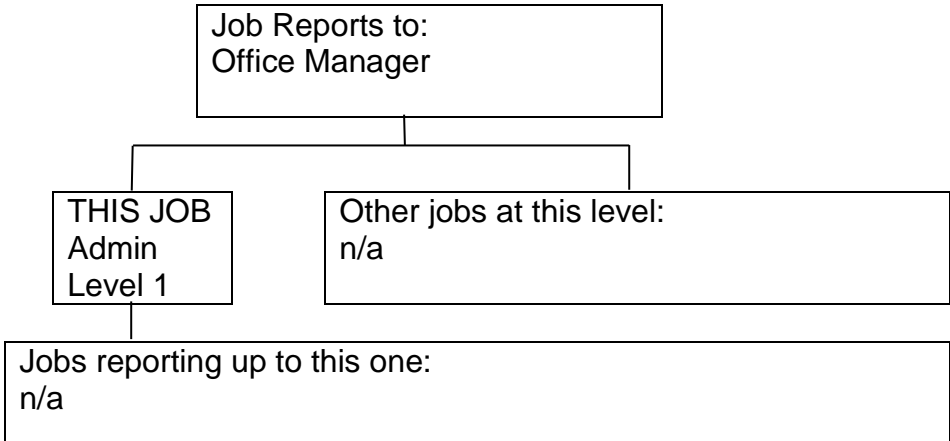


JOB DESCRIPTION		
DIRECTORATE: Learning Culture & Children's Services		DEPARTMENT: Schools
JOB TITLE: Admin Assistant / Receptionist		POST NUMBER:
REPORTS TO: Office Manager		Grade School Admin 1
1.	MAIN PURPOSE OF JOB To contribute towards the provision of an efficient and effective administration / reception support service within a school under the close supervision of a more senior colleague / Headteacher	
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:	
	i.	To produce word-processed documents.
	ii.	To input information on a computerised system, maintaining computerised records and producing management information, as requested.
	iii.	To process outgoing and incoming mail, sorting, date stamping and distributing as necessary.
	iv.	To maintain a manual filing system, including the accurate archiving and appropriate destruction of files.
	v.	To answer incoming telephone calls, responding to requests for information, where appropriate, transferring calls to other members of staff and taking accurate messages if staff members are unavailable.
	vi.	To undertake reception duties and to receive visitors, ensuring they are dealt with promptly and courteously.
	vii.	To undertake photocopying of documents, ordering of office stationery and materials and undertaking other office routines.
	viii.	To undertake routine administrative tasks like the processing of invoices, recording petty cash and the maintenance of records, e.g. timesheets, sickness absence logs, etc.
	ix.	To provide a diary service for other members of staff, arranging appointments, as necessary.

	x.	To take and transcribe accurate minutes of meetings within set timescales.
3.	SUPERVISION / MANAGEMENT OF PEOPLE No responsibility for others other than helping to induct new staff No. Reporting - Direct: None Indirect: None	
4.	CREATIVITY & INNOVATION Subject to close supervision, established procedures, practices and daily routines, the jobholder has the ability to suggest a better working practice and to implement it with the mutual agreement of the supervisor/ manager and the rest of the team. Uses initiative in the checking of letters and documents in relation to layout and content. Ability to give routine advice and seek information from pupils / parents	
5.	CONTACTS & RELATIONSHIPS Under the guidance of a more senior colleague / Headteacher. All staff, pupils, parents, and Governors. Contact with LA Officers, suppliers, Special Educational Needs (SEN) agencies and Social Services.	
6.	DECISIONS – discretion & consequences Working within understood school policies, referring any unusual matters to the supervisor/ team leader, as and when necessary. Makes decisions from an established range of alternatives, e.g. ordering supplies, inputting/ updating information on the system. Judgements involving straightforward, job-related facts or situations. Can suggest modifications/ variations to practices. Uses discretion when responding to enquiries so as not to commit any breaches of confidentiality. The administration which the jobholder undertakes has an impact on the internal efficiency of the operations of the department and the service it provides to staff, pupils and/or parents.	
7.	RESOURCES – financial & equipment <i>(Not budget, and not including desktop equipment.)</i> Description (Value) Normal Office Equipment.	

8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work Demands The job has a constant predictable workload with routine.</p> <p>Physical Demands, This role is largely office bound but sometimes involves moving around the school premises</p> <p>Working Conditions No unpleasant working conditions. Normal office environment</p> <p>Work Context There may be a risk of abuse from some pupils / parents and a risk from contagious illnesses</p>
9.	<p>KNOWLEDGE & SKILLS</p> <p>Computer literacy, numerate, typing/secretarial skills. Understanding of a small number of routine administrative work procedures which can be gained through a short induction period or on the job instruction. Ability to communicate effectively at all levels. Understanding of SEN and child protection issues. A pro-active record of CPD.</p>
10.	<p>Position of Job in Organisation Structure</p>  <pre> graph TD OM[Job Reports to: Office Manager] --- J[THIS JOB Admin Level 1] OM --- OJ[Other jobs at this level: n/a] J --- JR[Jobs reporting up to this one: n/a] </pre>