

Monkfrith School

Reception/Admin Assistant Job Description

Grade B FTE £21,634 – £22,824 – depending on role and experience

8.30-1.30 5 days a week Term Time only

9am – 5pm 5 days a week Term Time only

Start date: September TBC

Application deadline: 24th July

Purpose

To provide a range of administrative and organisations processes within the school.

Duties and Responsibilities

* Answering and Directing incoming calls. Accurately taking messages when people not available.
* Keeping Data systems up to date.
* Assist in Organising Trips/Parents Evening.
* Greeting and directing visitors to the appropriate area or person
* Maintain the reception area in good order
* Answering routine questions about school diary/events/parent queries.
* Accepting deliveries.
* Adhoc admin projects.
* To adhere to all of the school policies and procedures including child protection, Health & Safety and Equal opportunities
* To perform any other reasonable duties as directed by the Head Teacher or School Business Manager
* To attend school meetings and training sessions as required.
* To perform basic first aid and fill out the necessary paperwork.
* Keep up to date with School events so questions can be answered quickly and efficiently.

# Personal Specification & Experience

# You will need to:

* Have good organisational skills.
* Have a good telephone manner and excellent communication skills.
* Be flexible and work well as part of a team
* Have good IT skills
* Ideally have office experience