

Alderman Peel High School

Role Profile



Job Title:	Receptionist/Administrator
Responsible to:	PA to the Principal
Grade:	Scale D
Terms and Conditions:	37 hours per week (Term Time + 2 weeks) Monday to Thursday 8.30 to 4.30 Friday 8.30 to 4.00

GENERAL RESPONSIBILITIES:

To provide a courteous and welcoming reception for all visitors to the school, both external and internal. To represent the school to visitors to the highest possible professional standards.

To carry out administrative tasks with a high standard of efficiency and courtesy, working flexibly with other administrative staff.

Principle duties:

- To provide a highly efficient Reception service to visitors and staff; provision of visitor badges for identification and Safeguarding and Fire Safety Information Sheet. Maintaining the registration system for staff and visitors.
- To operate the school telephone system service: receiving and directing calls courteously and efficiently. Dealing sensitively with anxious or distressed callers whether in person or by telephone.
- Notification of telephone faults promptly to the Line Manager.
- Providing a courteous and welcoming reception to all staff and visitors, to give visitors priority over telephone call.
- To provide a secretarial and administrative service to the teaching staff as requested.
- Responsible for the issue of Free School Meal vouchers to students and staff.
- Respond promptly to requests for On Call staff - these are priority call outs and must be acted on immediately.
- To frank and prepare outgoing mail; maintaining appropriate records for special delivery post and to participate in the rota for delivering the mail to the Post Office.
- Responsible for re-crediting the franking machine.
- To assist in the production of school publications including, CPD booklets, Options Booklet, Examinational Revision Guides etc.
- Maintain a record of staff attending CPD session both internal and external.
- To update MIS system as required.
- To issue and order school uniform.
- To order stationery for the admin team.

Health and Safety

- Be aware of the responsibility for your personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Alderman Peel High School Role Profile



Continuing Professional Development

- In conjunction with the Line Manager, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a Manager to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:	Dated:
Head of School:	Dated