

NEW MILLS SCHOOL

JOB DESCRIPTION

Job Title: School Business Assistant (Receptionist/Admin Assistant)

Ref: SCH091S

Hours 37 hours pw, Term time only

Grade: Grade 5, PP 12-15

Responsible to: School Business Manager

Purpose of the role:

To act as the initial point of contact for visitors, either in person or by phone, presenting a positive and welcoming impression of the school.

To provide effective administrative support using internal computer systems alongside basic MS Office packages.

To engage in administrative tasks as directed.

Main responsibilities

Oversight of Reception Area:

- To maintain and manage the school Reception area, providing a welcoming environment for all visitors.
- To ensure that all visitors 'sign in' and are issued with an appropriate visitors pass.
- To ensure all contractors 'sign in' and are issued with either a visitor's pass or 'Authorisation to Work' as appropriate.
- To advise staff when visitors arrive.
- To manage the main switchboard, routing calls as appropriate, taking, recording and passing on messages, as necessary.
- To receive incoming deliveries and arrange onward transmission to the relevant person/area.
- To maintain a record of staff signing in/out of school during the school day.
- To support the fire alarm procedure.
- To assist with administrative duties as directed.

Post:

- To receive incoming post and ensure it is passed on for processing in a timely fashion.
- To manage the outgoing post and DCC bags.
- To be responsible for managing the stamps and balancing the post book on a regular basis.
- To address, keep record of and post Postcards of Praise.

Other Duties:

- To provide administrative support as part of the Admin Team.
- To ensure Meeting Rooms are properly booked by staff or external agencies (Counselling Services, school nurse etc) and to notify the Office Manager of clashes/difficulties.

<ul style="list-style-type: none"> • To ensure the Conference room is properly maintained and stocks of refreshments are available.
<ul style="list-style-type: none"> • To assist in locating students for interviews or meetings, as necessary.

General Responsibilities

- To perform duties and attend meetings as reasonably required.
- To participate in the school's performance management scheme.
- To undergo in-service training where required.
- To comply with the school's Health and Safety policy and contribute to risk assessments as appropriate.
- To observe and implement current school policies and good practice.
- Contribute to the overall ethos, vision and aims of the school
- To carry out such particular duties as the Headteacher may reasonably direct from time to time.

Note: This job description will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

Post holder's signature:

Post holder's name:

Date:

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PERSON SPECIFICATION

Skills and Knowledge		
Requirement	Essential/ Desirable	Measurements

Good ICT skills across a range of different programmes	Essential	Application form/ interview
Excellent communication skills	Essential	Application form/ interview
Very good organisational skills	Essential	Application form/ interview
The ability to work under pressure	Essential	Interview

Experience		
Requirement	Essential/ Desirable	Measurements
Experience of working in a 'Customer Service' environment	Desirable	Application form/ interview
Experience of working in a school environment	Desirable	Application form/ interview
Experience of working with young people	Desirable	Application form/ interview
Experience of establishing relationships both internally and externally	Essential	Interview

Qualifications/ Training		
Requirement	Essential/ Desirable	Measurements
A minimum of 5 GCSEs at grade C or above, including English & Maths or equivalent.	Essential	Application form
A commitment to own personal development and training	Essential	Application form/ interview

Additional Attributes		
Requirement	Essential/ Desirable	Measurements
Willingness to keep abreast of developments	Essential	Interview
Resilience, commitment, and approachability	Essential	Interview
Willingness to share information and expertise	Essential	Interview
Willingness to work flexibly, when appropriate	Essential	Interview
Ability to remain calm when under pressure	Essential	Interview

Excellent telephone manner	Essential	Interview
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