Tolworth Girls’ School & Sixth Form

Receptionist / Administration Assistant
Job Description

Job Title: Receptionist / Administration Assistant
Responsible to: Office Manager
Salary: Grade D, Points 15-19
Hours: 36 hours per week term time plus two weeks holiday work

MAIN PURPOSE OF JOB
To support the School by providing administrative support and an efficient and courteous reception service for staff, students and visitors.

Duties undertaken by the school office will include:-

- Ensuring that face to face & telephone enquiries from visitors, parents, staff and pupils are dealt with appropriately in a timely manner and systems and procedures for recording are followed
- Operate school’s visitor management system
- Providing administration support to the Leadership team, Pastoral team and other staff
- Providing first aid assistance as required and recording incidents/accidents as necessary
- Overseeing children awaiting collection as a result of illness arising in school
- Updating school website and database as required
- Refreshments for staff meetings

General Duties:

- Operating standard office equipment, e.g. fax machine, franking machine and photocopier
- Organisation & distribution of internal & external post
- To format and produce letters, reports, texts and documents for parents and staff
- To complete training days provided to carry out role
- To work as a reception team and take responsibility for at least one of the following areas within the office as instructed by Office Manager:
  - School calendar (Outlook)
  - Updating of staff information (SIMS)
  - Stationary orders and distribution
  - School Emails Screening/ Parent Text messaging (InTouch)
  - HR email inbox
  - Refreshment orders

- School certificates produced weekly, termly, annually
- Record and maintain the staff appraisal records
- Admin for school events e.g. organisations of tickets
- To carry out such responsibilities as may reasonably be directed by your line-manager

Updated 3rd August 2016
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Receptionist / Administration Assistant
Person Specification

<table>
<thead>
<tr>
<th>Skill Set &amp; Knowledge Required</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Excellent communication skills verbal &amp; written</td>
<td>✓</td>
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<td>Able to work as a team</td>
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<td>Able to prioritise &amp; work flexibly to deadlines</td>
<td>✓</td>
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<tr>
<td>Knowledge of using Microsoft Excel (Basic)</td>
<td>✓</td>
<td>✓</td>
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<td>Knowledge of Microsoft Word</td>
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<td>Knowledge of Microsoft Outlook</td>
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<tr>
<td>Familiarity with the use of office equipment i.e. fax,</td>
<td>✓</td>
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<tr>
<td>photocopiers, switchboard etc.</td>
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<tr>
<td>Experience of SIMS (Schools Information Management System)</td>
<td>✓</td>
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<td>Experience of working in a fast paced school environment</td>
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<td>✓</td>
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Employee Name:__________________________________________

Employee Signature:____________________________________  Date:___/___/___

Updated 3rd August 2016