

## Reception & Organisation

**LEVEL 1** - Under the direction/instruction of senior staff: provide routine general reception and administrative support to the school. **GRADE 2**

### TASKS

#### Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.

#### Administration

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
- Update basic information on manual and computerised records/management information systems
- Sort and distribute mail
- Undertake routine administration e.g. school meals

#### Resources

- Operate office equipment e.g. photocopier, computer

### RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

<b>Experience</b>	<ul style="list-style-type: none"><li>• General clerical/administrative work</li><li>• Customer facing / Shop floor work</li></ul>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"><li>• Induction/basic skills</li><li>• Good numeracy/literacy skills</li></ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"><li>• Participate in development and training opportunities</li><li>• Ability to relate well to children and adults</li><li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li></ul>

