**West Riding**

**Receptionist Administrator - Job Description**

**Post Title:** Receptionist Administrator

**Salary:** £20,494 - £22,183 (FTE)

**Terms:** 37 hours, Term Time only (39 + 2 weeks)

**Responsible To:** Senior Leadership Team

This description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary.

Main Purpose of Job

# Reception and Administration duties and responsibilities

* Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors as required
* Assist with pupil welfare liaising with parents/staff etc. as required
* Provide general clerical/admin. Support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence.
* Maintain manual and computerised records/management information systems.
* Produce lists/information/data as required
* Undertake typing and word-processing and other IT based tasks.
* Sort and distribute mail as required
* Undertake administrative procedures
* Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
* Maintain stock and supplies, cataloguing and distributing as required.
* Provide general advice and guidance to staff, pupils and others.
* Be responsible for the receiving of pupil medications, ensuring they are logged and stored correctly and safely. Distributing medications at the end of the day to classes.
* Be aware of and comply with policies and procedures relating to child protection, health and 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.

# General

* To be familiar and comply with all relevant Health and Safety, Operational, Personnel, Data Protection and Financial Regulations, policies and procedure.
* To ensure equality of opportunity is afforded to all persons both internal and external to the Authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
* Other duties and responsibilities commensurate with the grade of the post that may be required to be undertaken at the discretion of the Headteacher.