



## Haslingden High School and Sixth Form

<b><u>Post Title:</u></b>	<b>RECEPTIONIST / ADMINISTRATIVE ASSISTANT</b>
<b><u>Grade:</u></b>	<b>4: point 4-6</b>
<b><u>Hours:</u></b>	<b>21 hours Term Time Only, plus 3 INSET days Working hours and days to be agreed by negotiation</b>
<b><u>Line Manager:</u></b>	<b>Administration Team Manager</b>

### **Job Purpose:**

Primarily to assist with the smooth running of the school by providing an efficient and effective reception service for the school. The role may also involve some administrative and reprographics duties. The post-holder will be part of the admin team and as such will be expected to support colleagues when required.

**All employees of Haslingden High School will follow the school's aim of 'Achievement for All':** for all our students to be safe, happy and successful, developing as individuals into caring, responsible citizens equipped for life in the 21<sup>st</sup> century.

Haslingden High School is committed to safeguarding and promoting the welfare of children and young people and takes its statutory duties and responsibilities in this context very seriously. We fully expect everyone working in or on behalf of the school to share our commitment. As such, this post is subject to satisfactory DBS clearance and references.

### **Tasks:**

#### **1. Reception Duties**

- Provide the school with an effective and professional reception service operating as first point of contact for callers and visitors
- Receive incoming telephone calls and direct callers as appropriate and in a timely manner. Take accurate messages and distribute as necessary without delay
- Screen calls for teaching staff eliminating unsolicited calls as appropriate
- Receive and deal with visitors ensuring that no unauthorised visitors are allowed in school
- Receive and distribute incoming and internal post
- Prepare outgoing post for posting and arrange for collection by the post office
- Contact parents if required

## **2. Administrative**

- General administration: photocopying, filing, telephone calls
- Computer based administrative tasks using word processing, spreadsheets, desktop publishing, database software, email, internet and MIS system
- Assist staff and students with general enquiries
- Update all classroom and corridor displays in liaison with Curriculum Leaders, Pastoral Team and teaching staff
- Maintain and update the press notice board
- Facilitate meetings, briefings and presentations when required
- Minute meetings when required
- Organise hospitality for guests, visitors and events which are held at the school and assist in the organisation of events as required
- Ensure stock of stationary is kept up to acceptable levels for office and / or faculty use
- Organisation and support of Faculty Areas: store rooms, filing cabinets, text books as requested by curriculum leaders
- Preparation of teaching materials / visual aids for teaching staff

## **3. Non post-specific duties**

- Any other such duties as may be required that are commensurate with the grade/post
- Undertake the school's safeguarding training, ensuring that procedures are followed at all times
- Be aware of, and adhere strictly to, school policies and procedures
- Be aware of confidentiality and discretion at all times, except where this is not in the student's best interests or the information relayed raises a concern. In this instance concerns should be raised with DSL / Deputy DSL / Deputy Headteacher / HoY / HoS
- Assist other members of the Admin Team when required

The postholder will work with a significant degree of autonomy and initiative and will be responsible for prioritising their own workload and making decisions within the parameters of the job description and established guidelines, necessary to carry out responsibilities.

We are committed to staff development and the postholder will be encouraged to attend training courses as and when necessary. Flexibility and commitment are key to the role and as such are an essential part of the

criteria for all Administrative Staff. All staff working within school should be aware of the confidential nature of the role.