



**HALL GREEN SCHOOL
JOB DESCRIPTION
POST: SCHOOL ADMINISTRATIVE ASSISTANT**

Post Title:	School Administrative Assistant/School Receptionist
Purpose:	To assist with the School's administrative and clerical functions in providing an efficient and effective service to the school. To be responsible for providing, to a high standard, a professional and welcoming School Reception.
Reporting to:	Cover Co-ordinator/Office Manager
Core tasks and responsibilities	
<p><i>Core tasks:</i></p> <ul style="list-style-type: none"> • To receive telephone calls and deliver messages as appropriate • To offer clerical support using a wide range of Microsoft packages and databases including mail merge and excel • To provide reception and switchboard support to the school • To receive, sign in/out and deal with pupils, parents and other school visitors as appropriate • To ensure all visitors and callers to the school are courteously received and to deal sensitively with any anxious, distressed or impatient callers, whether by telephone or in person • To maintain manual and computerised records/management information systems (i.e. SIMS) • To provide clerical support to the school's administrative function • To undertake filing, reprographic duties and associated tasks • Administration of Pupil Reports and Detention notification <p><i>To assist with:</i></p> <ul style="list-style-type: none"> • The Cover Co-ordinator in the administration of allocating cover assignments and administrative duties • The Office Manager in the administration of whole school office tasks • Any other duties as commensurate within the grade in order to ensure the smooth running of the school. 	
Generic responsibilities of all Hall Green School Staff	<ul style="list-style-type: none"> • Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with. Part of this responsibility involves the checking of visitor identification at the point of school entry and the issuing of relevant safeguarding information. • To ensure all tasks are carried out with due regard to Health and Safety. • To remain confidential at all times. • To undertake appropriate professional development including adhering to the principle of appraisal.
	<ul style="list-style-type: none"> • To adhere to the ethos of the school. • To promote the agreed vision and aims of the school. To set an example of personal integrity and professionalism. • Attendance at appropriate staff meetings and parents' evenings. • To be an effective team player. • To follow all agreed school policies and procedures. • To work consistently to uphold the school's mission statement. • To work in a cooperative and polite manner with staff and all other Stakeholders.

- | | |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none">• To work with pupils, staff and visitors in a courteous, positive, caring and responsible manner at all time.• To follow child protection measures and in so doing ensure that pupil safety and wellbeing is never compromised.• To take an active part in the school's commitment to the development of staff and the appraisal procedure.• To work with visitors to school in a way that upholds the school's reputation.• To seek to improve the quality of the service the school provides.• To present oneself in a professional way that is consistent with the values and expectations of the school.• To carry out, in good grace, any other duty deemed reasonable by the Headteacher. |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The post holder will be subject to appraisal objectives which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.