**RANGE HIGH SCHOOL**

**JOB DESCRIPTION**

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| **School:** | RANGE HIGH SCHOOL | |  |
| **Post:** | ADMINISTRATOR (RECEPTIONIST/CLERICAL OFFICER) | |  |
| **Grade:** | Grade D | |  |
| **Hours:** | Term Time (8am to 4pm, Thursday and Friday) | |  |
| **Section:** | ADMINISTRATION | |  |
|  | | | |
| **Responsible to:** Administration and Communications Manager | |  | |
| **Responsible for:** N/A | |  | |

**MAIN PURPOSE**

To provide routine general clerical and administrative support to the school under the direction /instruction of senior staff and to provide an effective reception service.

**MAIN DUTIES**

##### Administration

* Undertake basic word processing and other ICT based tasks including the production of letters, reports, schedules, etc.
* Provide routine clerical support, e.g. reprographics, photocopying, filing, emailing, faxing and completing routine forms
* Assist with managing the school’s email inbox, ensuring the school meets its expected response times and that emails are forwarded to the relevant staff member as necessary
* Maintain manual and computerised records and/or management information systems.
* Sorting and distributing the internal and external mail.
* Ensure all deliveries to school are signed for and are safely stored prior to removal/ distribution by the caretaking team
* Be responsible for the stock control, management and sale of items of uniform, and tickets for school functions etc
* Ensure that all monies received from sales are correctly recorded and safely stored
* Assist with the administration and recording of all outgoing post and parcels and ensuring that the franking machine has sufficient credit
* Assist with the transmission of post to the Post Office and the co-ordination, with appropriate couriers, for the collection of items as and when required
* Maintenance of visitor records on the signing in system with DBS details

Organisation

* Undertake reception duties, answering routine telephone and face-to-face enquiries and signing visitors in and out
* Control access to the school in line with the school’s safeguarding procedures, including signing in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
* To assist with pupil first aid/welfare duties, eg. looking after sick pupils, liaising with parents/carers and or staff etc.

Resources

* Operate office equipment e.g. computer, photocopier etc. in accordance with manufacturers instructions
* To arrange the orderly and secure storage of school supplies e.g. stationery.
* Undertake routine general financial administration e.g. collection and accurate recording of dinner money, school trip money, charity events, operation of ‘shops’ within school etc.

Support for the School

* Be aware of and comply with school 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 to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
* Contribute to the school ethos, aims and development/improvement plan.
* Work as part of a team, appreciating and supporting the role of other people in the team.
* Attend and participate in meetings as required.
* Undertake personal development through training and other learning activities, including performance management as required.

**GENERAL:**

* This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.
* All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.
* School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.
* All duties must be carried out in a courteous and professional manner.

* The conditions, purpose and duties outlined in this job description also apply to any overtime period.
* The post holder shall devote his/ her whole working time to the services of the school. During working hours he/ she shall not be absent from the school premises without permission. This condition also applies to any arranged overtime.
* The post holder may be privilege to confidential information and is required to maintain confidentiality at all times.

## Special Conditions

* As Range High is fully committed to the Safeguarding of its students, the successful candidate must be able to obtain satisfactory enhanced criminal record disclosure

**Prepared by:** Stephanie Donbavand

Operations Director

February 2025