**Job Description**

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| **Job Title:** | **Receptionist/Administrative Assistant** |
| **Department:** | **Administration** |
| **Location:** | **Chatham & Clarendon Grammar School** |
| **Grade:** | **CCGS Band 4 Points 7 - 11** |
| **Responsible to:** | **Deputy Headteacher (Upper)** |
| **Responsible for:** | **N/A** |

**Overview of Job:**

The role encompasses general administration work, working in the office and undertaking the responsibility for the day to day tasks needed to ensure the smooth running of the upper school office. In addition there is a requirement to undertake lunchtime supervision of students.

**Purpose of the Job:**

To provide effective and efficient general administrative support across the school and within the upper school office.

To provide support to staff and students who are in need of First Aid.

**Scope:**

This role is term time only.

The hours are 37 hours per week: 08:00 to 12:20pm; 13:00 to 16:15pm daily

**Specific Responsibilities and Key Tasks:**

General administration duties including answering the telephone, emails,filing, whole school mailshots, messages to parents via Schoolcomm, etc.

* General reception duties
* Check administration e-mails every day.
* Deal with aspects of attendance for the upper school.
* Undertake reprographic duties where required.

**Other Duties:**

* To be first aid trained and administer first aid as and when required.

**Organisational Chart:**

The Receptionist/Administration Assistant is responsible to the Deputy Head (Upper)

*To perform such duties as the Headteacher may reasonably require or that professionalism dictates.*