

**RAVENSWOOD SCHOOL
JOB DESCRIPTION**



**RECEPTIONIST / CLERICAL ASSISTANT
Salary Grade – JG3 (point 14 – 17)
(20 hours per week (over 4 days) – 40 weeks per year)
Line Manager – School Secretary**

Job Purpose:

- To promote and support the school in fulfilling its aims
- To undertake a specific range of reception and clerical duties which support the management of the school in an effective and positive manner.

Main Areas of responsibility:

General Administration

- Work with the school secretary to ensure there is an understanding and responsibility for designated tasks. Priority of work will be determined by the school secretary or Headteacher.
- Undertake routine reception and administration duties.
- Undertake routine office duties, such as filing, archiving pupil folders as required and annually.
- Contribute to the security and well being of the school by keeping up-to-date and sharing information about copyright law and monitoring compliance.

Support for external contacts/organisations and visitors to the school.

- Act as receptionist for visitors to the school, providing information or referring enquiries to other members of staff, as appropriate, and receive deliveries.
- Prepare and serve refreshments for visitors (individuals or meetings), as directed by senior leaders.
- Receive incoming telephone calls to the school, responding to enquiries, accurately taking and passing on messages.
- Ensure a comprehensive record is maintained of everyone entering and leaving the premises. Issue and collect visitor identity badges.

Generic Responsibilities

- Develop and maintain working relationships with other staff and multi-agency professionals applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.
- Provide effective support for all other members of the school staff by sharing knowledge and expertise in a professional and constructive manner
- Take an active role in supporting and developing a culture of team working for the benefit of pupils' and others using the school.
- Participate in staff meetings
- Co-operating in performance management and taking responsibility for own continuing professional development.
- **Any other reasonable duties as requested by the Headteacher.**