

ST URSULA'S CONVENT SCHOOL
A Humanities College and Teaching School

JOB DESCRIPTION:

TEMPORARY POST School Receptionist and Administrative Assistant

The primary responsibilities are to carry out Reception duties; provide administrative support to the whole school; manage school hospitality; undertake other duties in line with this pay scale.

Reporting to: Office Manager
Hours: 25 hours per week, term time plus 2 weeks
Monday – Friday
12:00 – 17:00
Salary: Scale 2, point 3-4. £20,835 - £21,210 **pro rata**

Main Duties

1. To welcome all visitors to the school ensuring safeguarding protocols at all times, including students and staff who visit reception. Ensure professional and effective response to parental/staff communication queries.
2. Record and collate student behavior and LSC and Merici letters and data.
3. Manage the student receptionist – supervising workload/allocation of tasks.
4. Organising and collating work for absent or excluded students.
5. Coordinate the receipt and distribution of deliveries into the school, including exams.
6. Provide administration support to the whole school, as directed by the Office Manager.
7. Maintain Exams collection log.
8. Collation of Merit points.
9. Carry out administration tasks as directed by the Office Manager.
10. Manage hospitality including monitoring stock levels, requesting orders, setting up rooms and clearing up after events.
11. Undertake First Aid and Fire Marshall duties (training provided)
12. In dealing with members of the school community to be mindful of the school's Catholic ethos and its Equal Opportunities policies.
13. In discharging the duties of the post have regard to the provision of the Health and Safety at work legislation.
14. Carry out any other duties commensurate with the role and grade of this post.

All job descriptions are subject to review and modification according to changing needs and circumstances