**LONDON BOROUGH OF NEWHAM JOB SPECIFICATION**

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Title of Job: Receptionist/Administrative Assistant **Grade: 3**

Job No (s)

Department: Education

Section: Service:

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JOB DESCRIPTION

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PERSON REPORTS TO: Officer Manager / Head teacher

PERSON SUPERVISES: None

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PURPOSE OF JOB: To provide admin support in the school office and to teaching staff as required.

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EQUAL OPPORTUNITIES:

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

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DUTIES AND RESPONSIBILITIES

1. To provide administrative support to the Office manager for processing students admissions and records.

2. To receive telephone enquiries, calls in person from parents and the public, giving general advice and guidance.

3. To operate computer systems and have knowledge of work processing and spreadsheets. To continue developing computer skills through staff development. To operate the schools information management system (SIMS) and ensure correct recording of information relating to students.

4. To assist in pupil attendance entry and pupil and staff dinner figures onto SIMS in the absence of the Attendance Officer.

5. To deal with routine correspondence, filing and maintain records. To do typing, ensuring a high standard of layout and presentation.

6. To sort and issue the incoming mail and school emails and to assist with the outgoing mail.

7. Receiving visitors, checking identification and directing them to their destinations, and ensuring that they have signed in on the VisitEd system.

8.To carry out general typing within the office, such as letters, references, documents, reports, minutes, stencils, ect.

9. To pass on communications to members of staff particularly instructions, messages and requests for information.

10. Such other duties within the competence of the postholder, which may be required reasonably, from time to time.