

	Role:	Receptionist and Administrator
	Salary Scale:	Scale 4, term-time only plus 3 INSET days and 2 set days in the summer holidays.(actual salary £24,132 -£25,244)
	Working Hours	Mon-Thur: 09:00-17:00 Fridays 08:30-16:30
	Updated:	15th July 2024

Line Manager:	Office Manager
Supervision:	N/A

Specific Duties & Responsibilities

This post is to assist with the smooth-running of the office while providing full administrative support to the administration team and teaching staff as required

The post holder will be required to manage “front of house” area, greet visitors and make them feel welcome.

They will need to be able demonstrate the ability to work under pressure whilst arranging internal meetings, assisting with school performances and special events and to project a professional image of the school at all times

Main Duties & Responsibilities:

1. To be the first point of contact for visitors to the school,
- 2.To follow safeguarding procedures by issuing passes and lanyards to visitors
3. To provide administrative support such as typing, filing and minute taking as required.
4. To deal with telephone enquiries, transferring calls to relevant staff/departments and passing on messages as required
5. To operate various computer systems such as MS Office, and Google Workspace.
6. To assist with the administration and duty of free school meals.
7. To deal with incoming and outgoing mail.
8. To work as part of the team of administrative assistants.
9. To deal with the ordering stamp; storing of office supplies, sale of uniform, and student resources, ensuring adequate stocks at all times.
10. To use the SIMS system, for updating student data, producing reports, timetables etc.
11. Designated first-aider (training will be provided)

Additional duties

1. To work within the framework of the school ethos, adhering to expectations at all times.
2. To maintain high standards of professional behaviour and presentation.
3. To take responsibility for Health and Safety in the post holder's area of work.
4. Any other duties commensurate with the grade which may be required from time to time.
5. All staff are expected to take part in necessary training and staff development.
6. To cover lunch duties

Equality and Diversity

We are committed to and champion equality and diversity in all aspects of employment within the Newham Community Learning Trust. All employees are expected to understand and promote equality and diversity in the course of their work.

Safeguarding Children

Lister Community School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment. It is the post-holder's responsibility to promote and safeguard the welfare of children and young people with whom they have contact, and to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times.

If, in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children they must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.