**GREENFIELD COMMUNITY COLLEGE**

A Specialist Arts & Science School



**JOB DESCRIPTION**

Post: Part time Receptionist / Administration Assistant

Area of Responsibility: To act as the first contact between Greenfield and the public running effective reception services and contributing to the effective running of the school.

Hours of work: 37 hours per week term time only Mon-Thur 8.30 am – 5.00 pm

 Fri 8.30 am – 4.30 pm

Accountable to: Office Manager

Relationships: Post included in Admin Services Team

Salary Scale: Scale 3 Pt 12-16

**Main Duties & Responsibilities:**

**Reception**

* Opening / distributing incoming mail / Receiving goods inward
* Answering telephone / Taking messages / Dealing with visitors / Dealing with pupils
* Ensuring that all policies and procedures are implemented with regard to visitors to school.

**Data input**

* Input data into pupil related (SIMS) system the management information

**First Aid**

* Administer first aid
* Secure storage and administration of medication
* Maintain adequate stock of first aid supplier

**Administration**

* Photocopying / laminating
* Provide support for meetings (hospitality / photocopying etc.)
* General administration duties
	+ Put all letters into envelopes / frank all mail
	+ Log outward mail in postage book.
	+ Maintain an efficient system for outgoing post (including a daily drop off at Post Office)
	+ Take post to post office daily

Any other duties relevant to the post.

It may be necessary to amend this job description at any time in the future but only after discussion with you and your trade union representative.

This post is subject to enhanced DBS disclosure and medical clearance.

Your place of work will be Greenfield Community College. The school is part of the Aycliffe and Shildon Schools Education Trust (ASSET) and you may be required to work in any of the school sites within the Trust.