



## DURHAM TRINITY SCHOOL & SPORTS COLLEGE

### JOB DESCRIPTION

<b>Name</b>		<b>Post</b>	Receptionist/Clerical Assistant
<b>Reporting to:</b>	Director of Resources		
<b>Responsible for:</b>	Providing effective and efficient reception and clerical support to the school		
<b>Liaising with:</b>	Staff and Governors		
<b>Working Time:</b>	37 hours per week (term time plus 10 days)		
<b>Salary/Grade:</b>	Grade 2		
<b>Job Evaluation Reference No.</b>	A6100		
<b>Disclosure Level</b>	Enhanced		

#### Specific Duties

- To deal with all telephone calls, taking messages or connecting to appropriate extension where relevant.
- To deal with all office enquiries and reception duties accordingly.
- To administer the visitor management system ensuring that all visitors sign in and out of the building.
- To open post and distribute as appropriate.
- Inform staff of deliveries to the office.
- To scan and index all pupil information to the electronic filing system (MStore).
- To liaise with the school photographer and deal with associated paperwork.
- To undertake all bulk photocopying inside the procedures of the CLA.
- To administer the school diary making all room bookings.
- To shred all confidential documentation.
- To type letters, reports and other school documentation.
- To administer appointments for parents, professionals and other visitors to school.
- To administer booking of the school mini busses.
- To input information onto SIMS as appropriate.

#### General Duties

- To support the school's behaviour and other policies, rewarding appropriate behaviour with praise and making relevant staff aware of inappropriate behaviour.
- To carry out duties relevant to the post. Variation, in consultation with the post holder, may also occur without changing the general character of the post.
- To attend training and access training to enable understanding and completion of the duties of the post.

**Signed**

**Date**