**Christian Brothers Grammar School, Omagh**

**Job Description**

**Job Title**: Reception and Administration Assistant (Full-time Permanent)

**Reporting to**: Bursar

**Salary Scale:** Point 3-4 on NJC Scale £22,737 - £23,114

**Hours of Duty:** 36 hours per week

8.20am–4.20pm (Mon-Thur) 8.20am – 4.05pm (Fri)

**Personnel Specification**

**Qualifications**

**Essential**

* 5 GCSE or equivalent or higher qualifications.
* High level of numeracy and literacy skills with Grade C or better in GCSE English and Mathematics or equivalent or higher qualifications.
* Qualifications in ICT.

**Preferred**

* Qualifications at A level or BTEC level.
* Further qualifications in administration.

**Skills, Aptitudes & Knowledge**

* Ability to manage and administer school reception and telephone system.
* Highly competent in ICT administration systems.
* Ability to self-manage and organise.
* To be able to communicate efficiently and effectively with all levels of staff, pupils and visitors to the school. High level of verbal and written communication skills.
* To be willing to work as a team member.
* To have the understanding of the need for confidentiality and sensitivity.
* To be able to portray a positive and welcoming image of the school.

**Experience**

* Administration, reception and telephony in a school, college or institute of further or higher education

**Role Summary**

The Postholder will primarily provide the full range of reception duties for the School. In addition, the Postholder will be required to carry out any other reasonable administrative duties as allocated by the Bursar.

**Main Duties**

*Reception*

* Provide a courteous and efficient service within the reception area, ensure a rapid response to telephone and visitor enquiries.
* Greet visitors (e.g. public, parents, students, contractors, etc.) for the purpose of responding to their queries and/or directing them to the appropriate personnel.
* Sorting and recording of deliveries.
* Operate the radio pager systems for the purpose of providing essential communications within the school.
* Send out correspondence to parents for Key Stage 3 and Key Stage 4.
* Respond to emergency calls for the purpose of notifying appropriate parties to address immediate safety and/or security issues.
* Update the electronic noticeboard at Reception.
* Process queries for lost property and maintain the Lost Property Log.
* Check attendance of students who require taxis and authenticate the Taxi Claim Forms for the Principal to authorise.
* Ensure that CBS students sign out on provision of authorisation from their From Teacher/Head of Year when leaving the building during the school day and also record their return if appropriate e.g for medical appointments, Omagh Learning Community etc.
* Ensure that OLC students, attending classes in Omagh CBS sign in and out on arrival and departure.
* Ensure that the Main Office is kept neat and tidy and that deliveries are checked and stored in compliance with health and safety guidance.

*Administration*

* Assist with the preparation of school letters and franking of outgoing mail.
* Maintain the general filing system, manual and electronic for all correspondence.
* Maintain an adequate inventory of office supplies including stock replenish.
* Maintain the Student Record System, ensuring accurate and timely data entry and to oversee the maintenance of paper-based student records.
* Collate the Pupil Data Capture Forms and update as necessary.
* Administrator the Education Maintenance Allowance scheme for eligible pupils.
* Distribute bus passes and issue temporary bus passes to students. Update the EA of possible leavers on an annual basis.
* Adhere to school policies and procedures including the Health and Safety Policy.
* Maintain the folder for school fire drills.
* Act as backup to the Assistant Bursar in the banking reconciliation of the school’s cashless system.
* Follow up on the collection and processing of School Fund payments.
* Receipt and deposit securely all payments made by students, staff and public.
* Any other such reasonable duties that are in keeping with the role of the Reception and Administration Assistant.
* Report on attendance and missing marks to teacher on a weekly basis.
* Process AnyComms notifications, including Free School Meals and CT files for new pupils/leavers.
* Administration for Parent Teacher Meetings.
* Process Pre-Orders for canteen on a daily basis.

The above list of duties is not meant to be exhaustive. The post holder will be expected to fulfil such other duties as are consistent with the general role, as outlined above, and as may be required by the Principal. It should be noted that, following Annual Appraisal Meetings, all job descriptions are subject to amendment and review in accordance with the changing demands of the school.