



## **Reception & Admin Assistant**

<b><u>Job Title:</u></b>	Reception and Administration Assistant - Grade C
<b><u>Role:</u></b>	To provide a quality service to staff, students, parents and visitors in a busy school office
<b><u>Line Manager:</u></b>	Finance and Office Manager

### **Main Duties:**

- Reception duties including dealing with visitors, students, telephone enquiries and e-mails
- Producing documents and letters on Microsoft Office software in accordance with school procedures and deadlines
- Assist in the organisation and administration of Presentation Evening and other school events
- Recording and accounting for items confiscated from students
- Maintain an appropriate level of stock of office stationery
- Reprographics and laminating when necessary
- Login deliveries and preparing for redistribution by site team
- Franking machine and postage
- Manging student runners
- Room booking
- Any other school office administration duties as required

**Whilst every effort is made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.**

### **Personal Specifications**

- Educated to GCSE level C or equivalent in Maths and English.
- Effective interpersonal and communication skills.
- Ability to prioritise workloads and work to deadlines
- Ability to work effectively as part of a team and to act on own initiative
- Good knowledge of Microsoft Office packages



**Ideal but not essential**

- Experience working with SIMS
- Experience of Excel
- Experience of working in a busy school environment

*The Hamble School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Candidates will be subject to DBS checks along with other relevant employment checks.*

