

## **Administration Assistant/Receptionist – Level 3**



### **Job Description**

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- Assist with pupil first aid and welfare duties, looking after sick pupils, liaising with parents/staff etc. and use specialist skills to undertake the administration of medical procedures.
- Assist with more complex arrangements for school trips and events etc.
- Provide general clerical support including routine clerical processes, IT based tasks requiring knowledge of various ICT packages and operation of office equipment.
- Maintain manual and computerised records and management information systems.
- Maintain stocks and supplies, cataloguing and distributing as required.
- Undertake general financial administration such as processing orders.
- Produce lists, information and data as required.
- Maintain and collate pupil reports.
- Provide general advice and guidance to staff, pupils and others.

- Ensuring free school meals list is kept up to date