



JOB DESCRIPTION

DESIGNATION: Clerical Assistant/Receptionist
POST RESPONSIBLE TO: ASSISTANT OFFICE MANAGER
POST GRADE LEVEL 3

PURPOSE OF THE POST

To assist in the daily clerical functions within the school.

DUTIES:

1. To act as receptionist/clerical assistant.
2. To carry out general clerical duties including word processing and data entry.
3. To seek ways of improving quality in all aspects of the work.

Duties associated with Core Tasks.

1.
 - i To act as first point of contact for visitors to the school and those making contact by telephone.
 - ii To receive, sign for, sort and distribute post coming into the school.
 - iii to record all outgoing post.
 - iv To ensure all telephone messages are recorded, including pupils' absences and to pass messages to the appropriate person.
 - v To attend to minor pupil illnesses and injuries/first aid.
 - vi To ensure that all visitors are signed in and issued with a Visitor's Pass.
 - vii To check that pupils signing out have permission to do so.
 - viii To attend to enquiries from pupils and staff.
2. To carry out administrative duties as allocated by Assistant Office Manager to include:
 - i Reprographics and other associated tasks
 - ii typing, filing
 - iii provision of refreshments as required
 - iv accessing pupil records and responding to queries
3.
 - i To report to Assistant Office Manager any problems with processes you are responsible for and to suggest improvements.