



BURGESS HILL

— GIRLS —

JOB DESCRIPTION

Job Title:	Secretary/Receptionist
Reports to:	PA to the Head
Responsible for:	No direct reports
Contacts:	Staff, pupils, parents and visitors to the school.

JOB SUMMARY

Provide an efficient administrative, secretarial and reception service to the Senior School. Work as part of a team to ensure a quality and responsive service is provided at all times. Provide cover for other Secretarial and Administrative roles during busy periods and during colleague absences in order to ensure a high quality service is provided at all times.

PRINCIPAL ACCOUNTABILITIES

- Typing – letters, reports, notices and other documents, ensuring a timely and accurate service provided at all times.
- Filing - ensure pupil record files are kept up to date at all times.
- Photocopying
- Updating the School's website, in conjunction with the Web Manager.
- Manage deliveries to the School.
- Answering calls. Take and pass on telephone messages promptly.
- Greet visitors, ensuring the reception is welcoming to all visitors.
- Maintain supplies of forms and documents in the staff room and ensure pigeonhole names are up to date.
- Shred confidential documents in line with School and Data Protection regulations.
- Post –incoming post to be sorted and put into pigeonholes, outgoing post to be franked ready for collection at the designated time each day.
- Maintain master keys for the School and that these are kept securely at all times.
- Ensure the office is secure and that current work is tidied and locked away at the end of each working day.
- Undertake any other reasonable tasks in order to provide a responsive secretarial support service across the School.

JOB CONTEXT

The job holder works as part of a team of 3 dedicated secretarial/admin staff supporting the School with the following duties and responsibilities:

Secretarial/administrative duties including parent letters
Student registration
Weekly BMail
reception
switchboard
post in and out
Managing staffroom resources
Stationery orders
Website updates
Box office for drama productions

Team members are required to support each other during busy periods and absences in order to provide a seamless support service across the School, ensuring the highest priority tasks are dealt with.

Conditions of Service:

2 x Full-time all year around roles 8.00am to 5.00pm, 1 x -1.30pm-6.30pm term time only role