

## HEREFORD SIXTH FORM COLLEGE

# JOB DESCRIPTION

**NAME:**

**JOB TITLE:** ADMINISTRATIVE ASSISTANT/RECEPTIONIST

**LINE MANAGER:** DEPUTY PRINCIPAL

**FULL/PART TIME:** PART TIME (term time plus 3 weeks - negotiable)

**PURPOSE OF THE JOB:**

To perform 'front of house' duties in the College office and undertake other clerical and administrative tasks.

**PRINCIPAL RESPONSIBILITIES:**

1. To be an operator for the College telephone system for incoming and internal calls.
2. To perform reception duties in the Reception area dealing with enquiries and taking messages as appropriate.
3. To process incoming and outgoing mail.
4. To set out, word process and print various documents and to undertake general typing and administrative duties for members of staff and the Deputy Principal.
5. To assist with gathering Destination data and updating the College Calendar.
6. To help maintain records of student absences onto the College attendance system.
7. Contact students and parents/guardians as appropriate to follow up unreported student absences or other attendance issues.
8. Liaising with Directors of Studies regarding issues relating to student absences.
9. To assist with the provision of medical support for staff and students as required – be willing to be a First Aider for the College.
10. To maintain records of posting for examination papers and any other important document as required.
11. Ensure document-stuffing machine is maintained and has supplies ordered ready for any required mail outs.
12. To undertake any other duties commensurate with this post.

## **GENERAL RESPONSIBILITIES**

1. To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.
2. To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.
3. To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.
4. To comply with all other College policies and procedures.
5. To undertake continuing professional development.
6. To support the College with administrative tasks that facilitate the successful running of the College, as and when necessary.
7. To undertake any other duties commensurate with this post as the Deputy/Principal may from time to time decide.

Signed: (Principal)

Date:

I acknowledge that I have seen and received a copy of the above Job Description.

Signed:

Print name:

Date: