

ABBEY CHRISTIAN BROTHERS' GRAMMAR SCHOOL

JOB DESCRIPTION

POST TITLE: Receptionist/Typist

RESPONSIBLE TO: Bursar

JOB PURPOSE:

To provide administrative, clerical and secretarial support to the Principal, school staff and Board of Governors.

MAIN DUTIES AND RESPONSIBILITIES:

1. General Administrative Processes and Records

- 1.1 Operate manual and/or computerised information systems in connection with pupils, staff, budgets, meals, maintenance, examinations, care, recruitment, transport, uniform sales etc.
- 1.2 Complete and submit all returns/records as required.
- 1.3 Operate requisitioning procedures including the ordering, purchasing, receiving, checking, storage and distribution of resources.

2. Finance

- 2.1 Receive, receipt and account for all cash.
- 2.3 Communicate with relevant personnel and provide assistance in relation to financial procedures.

3. Reception, Secretarial and Secretariat

- 3.1 Operate the telephone/switchboard, receive visitors and provide hospitality as required.
- 3.2 Provide word processing/typing, filing, duplication and photocopying in support of administrative processes, including the use of E-mail, intranet, and internet facilities, where appropriate.
- 3.3 Sort, screen and distribute all mail.
- 3.4 Ensure the secure storage of valuable items and confidential documentation.
- 3.5 Maintain diaries, arrange appointments, meetings and provide a secretarial service for all staff within the school.

4. Other Duties

- 4.1 Assist work placement students with practical tasks and assignments within the school office (where appropriate).
- 4.2 Such other duties as may be assigned by the school Bursar and/or the Headmaster.

It is acknowledged that the contents of this job Description are not subject to appeal.

JOB SPECIFICATION

RECEPTIONIST/TYPIST

Essential Criteria:

1. OCR (RSA) Stage II Word Processing (Parts 1 and 2) or equivalent qualifications
2. 4 GCSE's to include English and Maths or equivalent
3. Working knowledge of computers - CLAIT and/or ECDL
4. At least 1 years experience of working as a Receptionist/Typist or in a similar environment
5. Strong interpersonal, communication and people skills
6. Ability to work as part of a team.

Desirable Criteria:

1. Experience of using the (SIMS) School Information Management System
2. Ability to work to deadlines.

The above represents the minimum criteria which may be enhanced to facilitate short listing of candidates.

At busy periods throughout the year flexibility may be required with regard to hours of work.