JOB DESCRIPTION

RECEPTIONIST/ADMINISTRATIVE ASSISTANT

The post-holder is responsible to the School Business Manager

Teach the children with all kindness and gentleness possible.'

Marie Madeleine D'Houet (1781 – 1858)

'Lessons are planned and delivered with professionalism. Teachers recognise that every student is unique. They strive to make decisions about teaching and learning that challenge students to uncover and develop their gifts. Rigorous enquiry, deep thinking, questioning and reflection are essential parts of that profound learning which is the foundation of life-long openness to education and the joy of learning. School life is enriched by a variety of extra-curricular activities that are intrinsically linked to our core values of justice, companionship and hope.'

FCJ Education: Our Vision and Values (2013)

Within the context of the FCJ Vision Statement and the School's Mission Statement and its aims and objectives, the post includes the following responsibilities:

1. To exemplify and promote the six FCJ values of excellence, companionship, dignity, justice, hope and gentleness, to demonstrate the Teacher Standards and where appropriate the Standards for Staff on the Upper Pay Spine.

2. To oversee the general academic, spiritual, personal and social development of pupils and Sixth Form students in the classes for which you are responsible and to ensure that they receive the support necessary to cope with the demands of the course. This work should be undertaken within the framework of our *FCJ Education: Our Vision and Values* booklet and the FCJ Education: Curriculum Leadership booklet.

PURPOSE

To support the Catholic ethos and FCJ Values of the school and work within the school office as Receptionist, as well as providing a broad range of general clerical/admin. duties as directed. In addition to this, to provide support for pupils, staff, parents and visitors to school as outlined below.

KEY DUTIES

1. To provide Reception duties and general clerical support within the school office to ensure an effective and efficient service is available at all times, under the supervision and direction of the Business Manager.
2. To play a vital role in greeting and supporting pupils, parents, staff and visitors across the school.
3. To work within the administrative team, providing appropriate administrative support for the school.
4. To contribute to all aspects of the admin team's functions.
5. To use SIMS effectively and as required (the school's information management system).
6. To develop knowledge and experience of Microsoft Office packages, including Word, Excel, etc. and be able to demonstrate a high level of accuracy and attention to detail in carrying out duties.
7. To assist the Data Administrator in the use of SIMS, Class Charts and behaviour logging, including inputting, manipulating and retrieving data as required.
8. To provide general administrative support, including typing letters, assisting with the reporting processes, completing spreadsheets and organising events as required.
9. To assist with collating data for the completion of statutory returns.
10. To assist with photocopying duties as required.
11. To assist with the day to day workload of the administration team, identifying priorities and deadlines in line with agreed office procedures.
12. To act as a **First Aider** for the School. (Appropriate training provided)
13. To undertake training as required, including Safeguarding.
14. To continually review and develop own practices, implementing effective administrative support services.
15. To establish and maintain effective relationships with all colleagues and demonstrate good communicate skills in order to ensure efficient and effective administration.
16. To assist with hospitality arrangements for meetings/visitors, as required.
17. To maintain a high level of confidentiality at all times.
18. To assist colleagues in other areas, including cover for sickness.
19. To ensure information requests relating to pupils are dealt with in line with Data Protection/GDPR.
20. To be responsible for promoting and safeguarding the welfare of children and young people within the school.
21. To undertake duties, as required by the Headteacher, which are commensurate with the grading of the post.

This job description is not exhaustive and will be subject to regular review.

June 2026