# CHESHIRE COUNTY COUNCIL JOB DESCRIPTION QUESTIONNAIRE

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| **JOB TITLE** | **Receptionist and Cover Assistant (Secondary School)** | **JOB REF NO** | **AAAE5139**  |

**BASIC JOB PURPOSE**

To undertake reception and administrative duties including arranging cover, which ensure the efficient operation of the school and the security of the school and visitors.

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| **NO** | **MAIN RESPONSIBILITIES** |
| **1** | To provide a reception and telephone answering service (both internal and external) to ensure that all callers are dealt with promptly and the image of the school is enhanced |
| **2** | Acting as initial point of contact for visitors to the school, and dealing with complaints and enquiries from parents and members of the public |
| **3** | Liaise with school staff regarding issues such as first aid, pupil disciplinary issues |
| **4** | Contact parents regarding any absent pupils |
| **5** | Ensuring welfare of pupils, listening to problems and offering advice, supervising sick pupils in the reception area |
| **6** | Signing pupils in and out of the building, issuing detentions, passes and lost property where appropriate. |
| **7** | Securing of and issuing prescribed medication to pupils |
| **8** | Updating and accessing SEN records and pupil personal data such as telephone numbers and addresses. |
| **9** | Checking and signing for deliveries to the school |
| **10** | Issuing and collecting in various school forms and, collecting money from students. |
| **11** | Sending out job application packs, letters to parents and maintaining relevant records |
| **12** | Taking responsibility for registers and signing in / out books during fire drills |
| **13** | Undertake other administrative tasks e.g. sending faxes, processing and franking of mail to facilitate the smooth running of the school. |
| **14** | Taking orders for school uniforms and collecting money for School Funds, uniform, homework diaries, PE kits |
| **15** | Administers and arranges cover for absent teaching staff. |
|  | Notwithstanding the detail in this job description, in accordance with the School's/Council’s Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job. |