

CHESHIRE EAST COUNCIL JOB DESCRIPTION QUESTIONNAIRE

JOB TITLE	General Office Assistant	JOB REF NO	AAAE5250
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The responsibilities listed below are shared between several job holders, who carry out specific aspects of the work on a rota basis, responsibilities are therefore shared equally between the job holders.

BASIC JOB PURPOSE

To provide an administrative and reception service to support the smooth running of the administration of the school.

To act as the first point of contact for pupils ensuring their welfare, listening to problems and offering advice, supervising sick pupils in the reception area

NO	MAIN RESPONSIBILITIES
1	Proactively undertake a range of administrative duties to support the work of the school including running re
2	Updating and accessing pupil records and personal data.
3	Administration for trips and visits including setting up trips on Parent Pay
4	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.
5	Acting as initial point of contact for visitors to the school, and dealing with complaints and enquiries from parents and members of the public
6	Provide pupil reception, ensuring welfare of pupils, listening to problems and offering advice, supervising sick pupils in the reception area
7	Signing pupils in and out of the building, issuing detentions, passes lost property and free school meals vouchers where appropriate.
8	Support the provision of a full reprographic service for the school to ensure that all documentation is provided to a high standard.
9	Taking responsibility for registers and signing in / out books during fire drills
10	Undertake other administrative tasks e.g. processing and franking of mail to facilitate the smooth running of the school.
11	Undertake any other tasks that your manager thinks appropriate to support the effective running of the student services and reception team.