**JOB DESCRIPTION**

**JOB TITLE:** Receptionist (Clerical Officer)

**REPORTS TO:** The Bursar

**JOB PURPOSE**

To provide administrative, clerical and secretarial support to the Bursar, Principal, School Staff and Board of Governors.

**MAIN DUTIES AND RESPONSIBILITIES**

**General Administrative Processes and Records**

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

**Finance**

* Receive, receipt and account for all cash.
* Bank monies and maintain banking records.
* Communicate with relevant personnel and provide assistance in relation to financial procedures.

**Reception, Secretarial and Secretariat**

* Operate the telephone/switchboard, receive visitors and provide hospitality as required.
* 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.
* Sort, screen and distribute all mail.
* Ensure the secure storage of valuable items and confidential documentation.
* Maintain diaries, arrange appointments, meetings and provide a secretarial service for all staff within the school.
* Service meetings and draft minutes as required.

**Other Duties**

* Assist work placement students with practical tasks and assignments within the school office (where appropriate).
* Such other duties as may be assigned within the level of the post.