



## JOB DESCRIPTION

JOB TITLE	<b>Receptionist/Admin Assistant</b>
PUBLICATION DATE	June 2026
POSTHOLDER'S SIGNATURE	
AUTHORISING OFFICER'S SIGNATURE	
REVIEWER	
REVIEW DATE	
STATUS	
SALARY	H4 (6-9 Depending on experience)

**RESPONSIBLE TO:**

Headteacher and on a day-to-day basis the Admin Manager/Heads PA

**MAIN RESPONSIBILITIES**

It is a responsibility of all staff to safeguard the welfare and rights both of students and colleagues. Staff should be conscious of their actions and their words and the impression and impact this may have. At Nobel we show respect to all regardless of gender, race, ethnicity, religion, orientation or age.

**JOB PURPOSE**

To provide professional, confidential, administrative and receptionist support for school.

**PARTICULAR DUTIES AND RESPONSIBILITIES**

- To undertake reception duties to include promptly, calmly and effectively dealing with telephone enquiries and visitors of the school
- To assist with pupil welfare matters, including contacting parents and staff
- Act as the first point of contact for visitors, parents, and students
- Manage visitor sign-in procedures and ensure safeguarding requirements are followed
- Answer, screen and direct telephone call and enquiries
- Handle incoming and outgoing post and deliveries
- Manage and book school nurses
- Be the first point of contact for all first aid for students and staff
- Organise whole school photographs
- Manage shared email inboxes
- Distribute communications to parents and staff
- Record pupils' lateness and attendance
- Check deliveries and packaging completed scripts for collection
- Liaise with site staff for distribution of parcels and other deliveries to the school.
- Action Attendance/Visitors slips/badges on a daily basis.
- To carry out additional administration tasks for the school.
- Maintain a high degree of confidentiality with regards to student issues
- Support the Head's PA/Admin manager. and when requested deputise during her absence.
- Provide admin support for all faculties; prepare letters send texts/emails using Arbor.
- Have access to and be competent with the computerised administration systems.
- Undertake general admin duties.
- Undertake other duties which the Headteacher may reasonably require.

Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**NOTES:**

The indicative working hours for the post are 08:00am to 4:30pm with a 30 minute break term-time plus additional weeks (to be discussed at interview), plus two INSET days.

**Person Specification:** Receptionist/ Admin Assistant

<b>Essential</b>	<b>Desirable</b>
<b>SKILLS AND EXPERIENCE</b>	
GCSE Maths/English minimum grade C, or equivalent.	Evidence of further study
First Aid qualification or willingness to learn	Previous experience of working in a school environment.
Understands the necessity to work as a team and support colleagues and is flexible.	Knowledge of Arbor
Good IT skills (document formatting in MS Word; knowledge of basic formulas in Excel)	Awareness of keeping children safe, healthy lifestyles and good mental health
Dependability and very good organisational skills. Strong verbal written communication skills.	Knowledge of General Data Protection Regulations
Ability to maintain a high work rate and manage multiple tasks and priorities	
Experience of working to deadlines in a busy office environment	
<b>PERSONAL QUALITIES</b>	
Collegiate and supportive approach to working in a team.	Perseverance.
Ability to respond calmly and courteously in the face of challenge.	
Ability to establish good relationships with pupils, parents and staff.	
Commitment to the success of our students.	
Enthusiasm and good sense of humour.	
Professional discretion.	
Flexibility.	