![Esher Sixth Form College logo]

JOB DESCRIPTION

Name:

Job Title: Reception and Admissions Assistant

Line Manager: Reception and Admissions Manager

Summary of Job

Assisting the Reception and Admissions Manager and Receptionist with various tasks including filing, data entry, answering queries in person and over the phone, distribution of post and checking College mailboxes.

Responsibilities

1. General Office Administration

- To assist with the distribution of incoming post and franking outgoing post.

- To assist with packing and mailing of the student prospectus

- To assist with the preparation of staff and student folders

- To assist with the issue of Student Locker Keys

- To process student reference requests.

2.   Reception

- Receiving visitors

- Receiving telephone calls, answering enquiries and connecting calls to other staff

- To liaise with estates via College radio

- To assist with passing on messages to tutors and staff generally

- To assist with the recording of student absences on the College database and registers

- To assist with the checking of the absence mailbox and voicemail

3.   Admissions

- Assisting the Reception and Admissions Manager with admissions procedures

- Assisting the Admissions Manager with regard to aspects of admissions telephone enquiries

- Assist with administering student data entry and filing

- To demonstrate an awareness and commitment to equality and diversity, health and safety and

  safeguarding

- To do other tasks as reasonably requested by the Principal from time to time.