

## **JOB DESCRIPTION**

### **Receptionist and Administrator (SEND)**

<b>Job Title:</b>	Receptionist and Administrator
<b>School Phase:</b>	Secondary
<b>Reporting to:</b>	This post holder reports to the Senior Administrator
<b>Reporting Lines:</b>	This post holder will not have any direct reports
<b>Grade:</b>	<b>Academy Range 4</b>

#### **Role Purpose:**

- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role;
- To provide administrative support in the areas of attendance and SEND.
- To provide general administrative support in the school's administration department.
- To promote a community of learners with purpose and passion while modelling the of Turner Schools "Walk The Turner Talk" values in all aspects of the role.

#### **Responsibilities:**

##### **1. To run the main reception area:**

- Greeting visitors according to the Turner Schools protocol, acting as a positive and welcoming representative of the school to all visiting stakeholders.
- Ensuring that the Reception area and admin office are well presented and conducive to a working environment, keeping the notice board up to date, having a system for frequently shared documents with parents up to date (letters home/forms), keeping a full supply of safeguarding leaflets.
- Answering the telephone and being proactive in responding to the call – forwarding appropriately or dealing with proactively as appropriate.
- Receiving deliveries and alerting the recipient to its arrival.
- Ensuring the admin cupboard is tidy, purposeful and fully stocked.
- Ensuring the Firebox has the necessary content on a daily basis. Printing the fire register daily after the first register of the day.
- Setting up the community leaders to enable them to complete their classwork while supporting the school delivering messages; overseeing the community leaders' duty rota.
- Assisting with first aid provision, keeping first aid kits and medical supplies fully stocked, training as a first aider and administering first aid when required.
- Assisting the attendance department with Bromcom updates in response to parent communication.
- Monitoring the photocopiers, calling on maintenance where needed, ensuring paper is in good supply.

## **2. To support the SENDCo and Assistant SENDCo in providing effective administrative support.**

Duties will include:

- Collating annual review documentation, including liaising with the local authority.
- Updating and maintaining the database to ensure SEND information is up to date.
- Making sure all provisions are recorded accurately on Provision Map.
- Distributing Provision Map logins to new staff.
- Preparing \*LIFT documentation.
- Setting up meetings between the SENDCo and parents/external agencies.
- Taking minutes at SEND meetings.
- Managing SEND pupil files.
- Carrying out baseline testing for new admissions.
- Carrying out screening where required.
- Collating access arrangements for KS4 pupils.

*\*Local Inclusion Forum Team*

## **3. To provide general administrative support to the school.**

Duties may include:

- Training as a first aider and administering first aid when required.
- Giving occasional cover at the main or student reception when required.
- Having a working knowledge of key main reception duties.
- Assisting at events as required – this may include evening events.
- Any other appropriate administrative tasks that the line manager delegates.

### **Other Duties:**

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- To be a key part of the life of the school community, to support both the values, vision and ethos of school and the Trust, and encourage students to follow this example.

### **Personal Qualities and Attributes:**

This position requires the following personal qualities and attributes:

- Ability to contribute towards school and the Trust's vision and ethos. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Ability to demonstrate academic ambition for all pupils; a genuine passion and belief in the potential of every pupil;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;

- Ability to demonstrate honesty and integrity;
- Excellent organisational skills;
- Experience of working in a school, with a knowledge of school-based systems would be preferable but is not a requirement.
- Ability to work collaboratively with partner schools in the Trust and beyond;
- Ability to communicate effectively, professionally and in a friendly manner with colleagues, pupils, and parents and external agencies;
- To be an ambassador for school in dealing with external persons, and to be an admired and respected member of the team by internal colleagues and pupils;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner.

#### Qualification Criteria:

- High level of IT skills, (please state these clearly on your application), with knowledge of Bromcom or Google Suite an advantage.
- Maths and English GCSE, grade C (level 5) or above.
- High level of literacy skills, preferably to A level standard.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

#### Turner Expectations

Turner staff will 'Walk the Turner Talk'. They will:

- **Speak and act with care:** Always show compassion and respect for children.
- **Act boldly:** Be ambitious for yourself and the children and young people we serve.
- **Learn from adversity:** Be evaluative, thoughtful and reflective.
- **Challenge convention:** Be curious, welcome difference and unfamiliar thinking.
- **Connect with others:** Support colleagues, parents and pupils to make a great team.
- **Use your voice:** Offer different views and ask questions.
- **Do what it takes:** Be relentless in pursuing the best for children.
- **Ask for support:** Be open and honest when plans go awry.
- **Don't give up:** Be calm, resilient and measured when managing challenges.



**Acceptance:**

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....