**Job Description: Reception & Administration Officer**

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| **1. ROLE TITLE** |  |
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| Job Title: | Reception & Administration Officer |
| Reporting Line: | Office Manager |
| Hours: | Up to 25 hours per week, Mon - Fri, term time only (0.57 FTE) |
| Salary: | £11,726 pa, pro rata to the full-time equivalent salary of £20,475 pa |
| Closing Date: | 9am on 13th October 2023 |
| Interviews:  Start Date: | w/c 16th October 2023  w/c 30th October 2023 |

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| **2. PURPOSE OF ROLE**   * To deliver an outstanding front of house and administration service. |

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| **3. RESPONSIBILITES**  **Reception**   1. Co-ordinate the front of house Reception service and act as first point of contact for student services, signposting enquirers to appropriate support. 2. Greet and receive visitors, parents, pupils and deliveries. 3. Receive all telephone calls into the school and re-direct / take messages as necessary and update Arbor as required.   **Student Services**   1. Act as first point of contact for student services, signposting enquirers to appropriate support, to include uniform loans, lost property and stationery shop. 2. Find students when they are needed by members of staff or when required to leave school or for internal meetings. 3. Sending texts and emails to parents to inform them of school closures, early finish times and cancelled sports fixtures.   **Other Admin**   1. Deal with daily incoming and outgoing mail, including oversight of the school office email account. 2. Assist staff with reprographics and displays. 3. To be part of the Reception Group and deal with emails where appropriate. 4. Maintain compliance within the school’s data protection regulations in all administrative processes. 5. Support and encourage the school’s ethos and its objectives, policies and procedures. 6. Any other duties required, commensurate with the responsibility and level of this post. These duties will be reviewed annually. |

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| **4. INDICATIVE KNOWLEDGE, SKILLS AND EXPERIENCE**     * Previous secretarial or office experience essential, preferably in a school environment. * First Aid qualification essential, or willingness to attain one. * Excellent planning and organisation skills with the ability to juggle multiple demands. * Excellent written and spoken communication skills. * Ability to act with discretion and maintain confidentiality at all times. * Proficiency with O365 and its applications * Familiarity with school MIS, e.g. Arbor, SIMS. |