



INFINITI SCHOOL

Job Description: Receptionist / Administration – Level 3

School: Infiniti School

Grade: INF4

Responsible to: School Business Manager / Headteacher

Purpose of the Job:

To be responsible for the organisation and development of front of house processes within the school to benefit student learning and staff efficiency. As an essential member of the team, you will keep abreast of developments in your key areas and think creatively and constructively to ensure students, staff and visitors receive the highest standards of customer service.

As part of the School Administration Team support the daily administration duties that secure the efficient and effective running of the school office. Good organisational and admin skills are essential.

Key duties and responsibilities:

- To provide a seamless administrative support service to ensure the smooth running of the school e.g., ordering and distributing uniforms, creating meeting packs, minute-taking and running reports, composing emails and texts to parents/ carers.
- Liaise with parents/carers via telephone, email, school's communication systems. Respond to reception and visitor enquiries
- To ensure the safety and security of the school and in particular it's pupils at all times; adhering to the appropriate safeguarding procedures for signing visitors and children in and out of school and ensuring the relevant checks are completed e.g. DBS to enter the school.
- To ensure that the all-staff calendar is updated regularly, i.e. with visitor details or workshops and communicate this to all staff in briefings.
- Liaise with other staff and external agencies
- Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages
- Process forms, returns, etc., including those to outside agencies
- Contribute to the planning and development of administrative procedures and systems.
- Complete the tri-annual census returns.
- Organise arrangements for school visits and other events.
- Administration and admission of new pupils
- Assist the School Business with HR i.e., contacting applicants for interview, preparing paperwork associated with the recruitment procedure.
- Updating and preparing the school's SCR
- To work beyond usual hours from time-to-time e.g., for governor meetings. (Flexibility is required by you to help accommodate the smooth running of these events and administration of the school. There is no automatic entitlement to paid overtime unless agreed by your line manager.)



INFINITI SCHOOL

- To undertake any reasonable request from the Headteacher and other members of the Senior Leadership Team.
- To help set up for meetings at school, such as preparing the venue or refreshments.

Whilst every effort has been made to explain the main duties and responsibilities of the 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.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.



INFINITI SCHOOL

Person Specification: Administration – Level 3 CRITERIA

QUALIFICATIONS

NVQ Level 2 or equivalent

EXPERIENCE

Experience of development, management and operation of administrative systems.

SKILLS AND ABILITIES

- Literacy and numeracy skills
- Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and database functions
- Supervisory skills
- Interpersonal, organisational and administrative skills
- Ability to develop and maintain effective computerised and manual filing systems
- Ability to organise and prioritise workload to achieve deadlines
- Ability to investigate complex queries and anomalies when required
- Ability to take accurate notes and minutes of meetings
- Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned
- Coordination skills when arranging meetings and appointments and arranging client care when required
- Ability to monitor and process accurate financial records
- Commitment to equalities and the promotion of diversity in all aspects of working

KNOWLEDGE

- Knowledge of the School's Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol
- Knowledge of a range of IT systems including Google - gmail, google docs, google sheets, google slides, google forms etc.
- Knowledge of computerised and manual filing systems
- Awareness of GDPR and confidentiality issues
- Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety