

Job Description – Receptionist/Administrator

Salary:	Grade 3: - £22,119 pa full-time equivalent. Actual salary £20,488 pa
Hours:	37 hours per week over 42 weeks pa (term-time, plus 5 INSET days and 15 additional days)
Responsible to:	Office Manager
Start Date:	September 2024

Overall Job Purpose

To provide a first-class Reception and Administrative Service that promotes a professional image of the school, acting as the first point of contact for students and visitors and providing a professional and helpful welcome to our school.

Handling telephone and face to face enquiries, providing advice and information and monitoring access for visitors as an integral part of our student safeguarding strategy.

Main Duties and Responsibilities

- Welcoming visitors to the school and responding to face-to-face enquiries
- Liaising with parents/carers in dealing with queries and concerns ensuring that they are directed to the most appropriate member of staff
- Assisting with the maintenance of accurate student records and school roll information on SIMS
- Providing a high-quality administration service to the school in accordance with the Trust's established policies and procedures and maintain information systems
- Receiving and distributing post in a timely manner
- Managing the safe storage and/or return of lost, found, or confiscated property, as well as property dropped off by parents
- Share in the undertaking of first aid duties, including overseeing sick bay and sickness reporting, and liaising with staff and parents
- Supporting with the administration of up-to-date records for student medication kept in school
- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality, and data protection, reporting all concerns to an appropriate person
- Must be available to work for one week during the Easter holidays and weeks in summer holidays, dates to be agreed.

Any other administrative duties, commensurate with the role as may be required and as time permits. This job description is not intended to be an exhaustive list of all duties performed. It is envisaged this role will evolve over time in line with the development of the school and may be subject to modification after consultation with the post-holder.

Person Specification

Qualifications	
GCSE grade A *- C in English and Maths or equivalent	Essential
Experience	
Experience of working in a school office or other administrative role, as part of a cohesive team	Desirable
Experience of maintaining computerised records	Desirable
Skills and Abilities	
Literacy and numeracy skills	Essential
Computer literacy– ability to produce a range of documents and reports, utilising Microsoft Office (Word, Excel etc)	Essential
Highly developed interpersonal skills	Essential
Working knowledge of school specific software (SIMS)	Desirable
Commitment to equalities and the promotion of diversity in all aspects of working	Essential
Ability to multi-task and react positively to unplanned events and emergencies	Essential
Ability to respond positively to all visitors and stay calm under pressure	Essential
Knowledge	
Awareness of and commitment to safeguarding children	Essential
Understanding of Data Protection and confidentiality	Essential

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be required for the successful candidate.