

Five Acre Wood Receptionist/Administrator – Oxford Road

Grade: KR6

Hours: 37 per week (Mon-Fri, 8am-4pm, term time only)

Reports to: Pupil Placement Manager for EHCP and PA to Headteacher for Admin

Job Description

Purpose of Job:

- To manage and operate a secure and welcoming reception for all visitors.
- To provide a comprehensive range of receptionist and general office services within the school office.
- To provide a comprehensive range of general office services within the school office to include EHCP's and financial support.

Principal Accountabilities:

Telephone Duties

- Provide high quality efficient customer service when receiving or making telephone calls on behalf of the school.
- To take messages and enquiries and ensure that they are passed on to the relevant member of staff.

Financial Support

- Receive, account and safely store all monies that come into the site.
- Allocate monies in and out of the site (money for shopping, swimming, events).
- Liaise regularly with the Main School Admin Team.
- Ensure payment deadlines are met (both internally and externally).

Other Duties

- Manage correspondence and admin for SLT at Oxford Road.
- Work closely with parents, filtering as needed.
- Administration of pupil appointments with external agencies including nurses and physios.
- Support SLT and the admin team in administrative tasks.
- Liaise with Parents and External agencies on regular basis as part of the EHCP process.
- Support with administration for accreditation paperwork
- Book events and activities. EFL – involved in the leaving process and liaises with SEN Officers
- Taking the minutes at annual review meetings of EHC Plans at all sites and arranging for the checking and distribution of the minutes/plans to include chasing Teachers for new provision plans and SLT for checking of minutes and provision plans.
- Organise parent tours and transition meetings for Oxford Road.

- Collation of transition packs.
- Taking minutes of any other meetings, as requested by SLT.
- Other adhoc duties deemed reasonable, as requested by SLT.

Safeguarding and promoting the welfare of the child

- Promote and sustain a suitable environment in which the child feels safe and comfortable.
- Work within the framework of school policies.
- Undergo appropriate training and be passed as competent before carrying out any care intervention.
- Assist with the supervision of groups and individual students as required.
- Maintain personal and professional boundaries at all times.
- Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so.

Multi-agency working - Know the value and expertise you bring to a team and that brought by your colleagues.

- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.

Sharing information - Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.

- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
- Understand the importance of sharing information, how it can help and the dangers of not doing so.
- Attend staff meetings, training days and management team meetings by agreement with the Headteacher.

Administration / other - Prepare and keep clean materials and undertake minor clerical duties.

- Participate in the school's performance management process.
- Participate in training and other learning activities and performance development as required.

Health & safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

Person Specification

- Excellent Microsoft Office - Excel and Word
- Good communication skills
- Worked with systems - preferably SIMS/Arbor
- Ability to work to deadlines and manage a varied and busy workload
- Highly organised
- Numerate
- Attention to detail
- Be calm under pressure
- Flexible approach and the ability to work to deadlines
- Ability to work in a fast-paced environment
- Team player
- Looks for ways to continuously improve
- “Can do” approach
- At least GCSE English Grade C (or above/equivalent)
- Ability to work independently and multitask