Towers School and Sixth Form Centre 

**Job Description:** Student Reception Assistant

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| **Pay Grade: KR3** |  |

**RESPONSIBLE TO:**  Admin/Senior Attendance Officer

Hours: 37 hrs pw 8am - 4pm - Term time only (38 wks pa)

**Purpose of the Job:**

The Student Administration Assistant will offer support for students on school site and those new to the school.

***Duties and responsibilities***

To undertake any duties and responsibilities relating to the effective and efficient running of the School. This will include:

Student Reception:

* To answer calls and emails from parents/carers/outside agencies
* Acting as a point of contact for students
* To assist students with stationary and uniform needs
* To plan meetings for students and Student Managers
* To sign students in and out of school and confirm reasons, updating relevant systems (Training will be given)
* Organising external bookings with outside agencies
* Deliver messages to students

Administration:

* Note taking – briefing/statements from students
* Logging incidents on Arbor the schools MIS (Management Information System)
* Organising student files
* Ordering stationery
* Logging of welfare updates
* Student admissions

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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**Person Specification:** Student Administration Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | NVQ2 or equivalent |
| **SKILLS AND ABILITIES** | Excellent communication skills.  Excellent ICT skills.  Excellent organisational skills.  Excellent inter‐personal skills.  Patience and a calm manner.  Flexibility.  Reliability. |