



Goldwyn School
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Goldwyn School

Job Description: Receptionist/Office Administrative (Goldwyn Plus)

Job Title:	Receptionist/Office Administrator
Employed For:	30 – 35 hours per week term time only plus staff development days
Hours of Work:	To be agreed. The successful postholder will be required to start at 8.30am and work their hours over 5 days per week (Monday to Friday).
Employed at:	Goldwyn Plus The successful applicant may be required to work at our other Ashford sites.
Responsible To:	School Business Manager/Head of School
Purpose:	To support the school by providing a range of efficient administrative duties and to operate a Reception Service that promotes the professional image of the school, taking a proactive role in relation to its day to day functioning.

The post holder will demonstrate a commitment to the aims, vision, school improvement and development plan and policies of the school. In return the management are committed to support the training and development of all members of staff. We aim to provide staff with the skills they need to fulfil their duties so that we achieve the highest standards in all we do. The post holder will share the responsibility for identifying their needs and will demonstrate a commitment to work collaboratively and cooperatively to fulfil these.

Key Duties and Responsibilities:

1. Provide an efficient and professional reception service - greeting visitors, staff and students and ensure they sign in/out in accordance with school procedures Support the day to day clerical and administrative functions of the school including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment and the processing of incoming and outgoing mail.
2. Produce lists, information and data as requested by senior staff or external agencies
3. Develop and maintain manual and computerised records and management information systems including Arbor
4. Act as the main point of contact for the school pathway, investigating queries, assessing the nature of telephone calls, referring them to the appropriate person without referral to the line manager where possible, and receiving visitors in a courteous, prompt and efficient manner, to ensure that staff, service users and members of the public who contact the school are dealt with efficiently and consistently.
5. Arrange and coordinate appointments and meetings on behalf of the Head of School and other senior members of staff, organising venues and equipment, dealing with relevant documents and taking meeting notes as required.
6. First point of contact for sick pupils, liaise with parents/carers/staff
7. Assist with arrangements for school visits and events
8. Maintain stocks and supplies, and distributing as required
9. Undertake general financial administration such as submitting orders forms and administering school payment systems (e.g ParentPay) for the pathway

10. Comply with policies, procedures and undertake relevant training relating to child protection, health, safety & security, confidentiality and data protection, reporting all concerns to an appropriate person.

Health & Safety

- To be ever mindful of the dangers that threaten the wellbeing of students and staff alike
- To supervise the use and care of the learning environment.

Performance Development:

- All staff must complete a satisfactory Performance Review in accordance with the Pay Policy to ensure pay progression

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity (linked to the relevant standards).
To review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.