



## **BARTON MANOR SCHOOL (BMS)**

### **JOB DESCRIPTION**

**Name:**

**Job Description:** Receptionist & Administrator

**Grade:** BCAT 4

**Employed for:** 37 hours per week, term time only + 2 SDD (one at the start of the academic year and the other before October half term) + 4 days in August every year for GCSE and A Level Results day at either Barton Manor School or Barton Court Grammar School.

**Hours:** 8.00am-4.00pm Monday to Thursday and 8.00am-3.30pm Friday, with 30 minutes (unpaid) break for lunch

**Professional Relationships:**

**Responsible to:** PA to Headteacher / Office Manager

**Responsible for:**

**Purpose:** to carry out reception and telephone duties and to record and process a range of administrative duties to assist staff, students, parents and visitors

#### **Safeguarding**

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to Safeguard all students at all levels across the school community. **It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:**

#### **Policy and Procedure**

- Act as a champion of the school's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

## **Training**

- Undergo training to develop and maintain the knowledge and skills required to carry out your role effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant to your role and your responsibilities for safeguarding
- Obtain access to relevant resources

## **All members of staff have a responsibility to:**

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

## **Person Specification**

### **Essential Skills**

- Good numeracy and literacy skills (GCSE English and Maths or equivalent).
- Excellent communication skills
- Excellent ICT skills. Word, E-mail, Internet
- High level of professionalism and can maintain confidentiality
- Very good interpersonal skills
- Work under pressure
- Meet Deadlines
- Organised
- Take initiative

### **Desirable**

- Experience of working in a school
- Accurate, fast and efficient typist

## **Job Description**

<b>Accountabilities</b>	<b>Indicative tasks/actions</b>
Operate the switchboard, receiving incoming calls and connecting to appropriate person or	Advise staff of student absence Advise cover supervisor of staff absence

taking and passing on messages accurately, and making outgoing calls as required	
Greet visitors to the school, contacting the appropriate person and/or directing them to their destination so that they feel welcomed	Maintain visitors signing in book Issues badges/distribute safeguarding leaflet
Assist with the organisation and coordination of specified and occasional school activities and events as directed by the Head's PA so that efficient arrangements and procedures are in place	Fire drills and evacuation tasks Assist at open mornings Coordinate event bookings either via spreadsheet or online forms
Maintain a range of records and information both manual and computerised, ensuring it is readily available, accurate and up to date and to issue it as required in line with school procedures	Weekly bulletin Car registration lists Staff and student signing in/out books Bus passes Liaise re events needing refreshments etc
Handle and process valuable lost property and return to owner in line with school procedures, and direct less valuable items to the lower school office	Purses, mobile phones etc
Carry out general admin support for teaching staff and main office.	Prepare and issue letters Student Filing Ordering stationery & equipment Reprographics & Photocopying Assist in incoming/outgoing mail Maintenance of franking machine Archiving/shredding Staff ID badges Hospitality for meetings (If required) Ensuring the interview room is clean and ready to use. BROMCOM general input & labels Assist HT's PA & other Administrators when required Assist with gathering work for isolated students. Liaise with ACS. Manage the Y8 Student Receptionist.
Assist in general school activities, procedures and events and administrative duties as required in order to support the work of others at particularly busy times	First Aid Cover of the Medical Room as required Standard letters Administrative work for the SENCO Support with Admissions (input of new Y7 data into BROMCOM as required) Support with Student attendance Support with Cover admin
Organise a system for receiving deliveries to the school so that such deliveries are correctly accounted for and passed to the appropriate person	Check deliveries and returns Liaise with site staff and delivery personnel

Help to organise the maintenance and repair of switchboard and telephones so that equipment is functional	Maintain error log Liaise with the Site manager, Heads PA and telephone maintenance company as appropriate
Be aware of site security/lockdown procedures	Be fully conversant with policies. Monitor live CCTV to ensure the site is secure.

**Staff Development:**

- To assess development and training needs and discuss with line manager
- To set your own targets before any development activity and 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

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher and Headteacher.

The job description will 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.

Two copies of this job description should be signed, the post holder retaining one and the Headteacher the other.

Signed: ..... Date: .....