**Job Description – Receptionist / Administrator**

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| |  |  | | --- | --- | | **Post Holder** | Vacant (part time 2 days) | | **Post Title** | Receptionist / Administrator | | **Post Holder Reports to** | Pupil Admin Officer, Headteacher & Executive Leadership Team | | **Scale / Salary** | Scale 2 spine 4 – Scale 3 spine 6 FTE £23,421 - £24,270 | | **Reception** | * Operate the school switchboard * Deal with face to face enquiries and visitors * Welcome and register visitors * Sign visitors in and out * Ensure staff are advised of waiting visitors immediately * Accept, check and sign for deliveries and inform appropriate staff * Arrange orderly and secure storage of supplies. * Monitor people entering and leaving he premises. * Answer routine telephone calls, take and pass on accurate messages using email. * Produce ID badges * Assist Pupil Administrative Officer with   + contact for pupil transport   + maintaining up to date transport records   + Liaison with transport co-ordinators in local authorities   + Informing transport suppliers of changes to school day/ diary/ closures/ events * Ensure franking machine is up to date * Ensure additional postage is loaded as required * Take post to post office / post box promptly * Sort post received and pass on to relevant staff the same day * Produce start of academic year staff packs * Maintain School diary * Maintain room bookings diary * Maintain Minibus booking diary * Assist with arrangement for parents events in liaison with other staff * Arrange open days in liaison with other staff * Assist with the Organisation of school trips/events etc. * Contribute to the planning, development and organisation of support service systems, procedures and policies | | **Administration** | * Provide routine clerical support using relevant office equipment (eg photocopier, email system), complete routine forms. * Use office software (Word, Excel, PowerPoint etc) to produce documents, reports, presentation as required * Maintain manual and electronic records / management information systems (SIMS) * Assist Senior Leadership Team and school office with administrative tasks. * Keep a record of entry fobs and deposits * Manage manual and computerised records and information systems * Analyse and evaluate data and information and produce reports, information and data as required * Undertake typing and word-processing and complex IT based tasks * Provide personal – administrative and organisational support to other staff * Provide administrative and organisational support to the Governing Body * Complete and submit forms, returns etc., including those to outside agencies e.g. DfE, LA as required * Produce start of year staff packs Issued to all staff and long term agency workers. * Maintain staff packs for issue to new starters throughout the academic year * Collect, receipt and record payment received from pupils, staff, parents and others. Ensuring money is clearly labelled with person paying, reason for payment and date. Pass money to Finance Officer ASAP after receipt * In liaison with other staff produce and upload school news letters | | **Resources** | * Operate relevant equipment and ICT packages   + Operate photocopier   + Operate ID badge machine   + Operate InVentry system   + iPad   + Card Payment reader * Assist with parental communication via email, phone, social media * Operate relevant equipment and ICT packages (e.g. SIMS, word, excel, databases, Internet). | | **General Administration** | * Provide general clerical and administrative support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence. * Provide any other appropriate admin function as required. * Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person | | **Other Responsibilities** | * Undertake any other such duties as the Headteacher may reasonably require from time to time * Undertake personal development through appropriate training and to keep abreast of current guidance, requirements and good practice in relation to target setting and the effective use of data, actively seeking ways in which to develop information and data streams that aid decision making and benefit the school. * Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. * Be aware of and support difference and ensure equal opportunities for all * Contribute to the overall ethos, work and aims of the school * Establish constructive relationships and communicate with other agencies and professionals * Attend and participate in regular meetings * Participate in training and other learning activities and performance development as required * Recognise own strengths and areas of expertise and use these to advise and support others * Be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation * Be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role * Ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection. | |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Prepared by:

Job Title:

Date:

Date for Review:

Name (Post holder): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_