

JOB DESCRIPTION / PROFILE

<u>POST TITLE:</u>	RECEPTIONIST/ SCHOOL ADMINISTRATOR
<u>GRADE:</u>	BAND 5 SCP 5
<u>REPORTING RELATIONSHIP</u>	To the Business Manager/Office Manager/ Headteacher
<u>JOB PURPOSE:</u>	Under the direction/instruction of senior staff: provide receptionist and administrative duties.

MAIN DUTIES/RESPONSIBILITIES

1. To provide a warm and professional welcome to the School's stakeholders, either in person or over the telephone reflecting the School's ethos.
2. As the first point of contact for visitors, follow the School's safeguarding and health and safety procedures whilst ensuring visitors are received courteously and punctually.
3. To undertake typing and word-processing accurately and in a timely manner as required by Senior Staff.
4. To deal with enquiries by telephone and face to face, and ensure that they are dealt with effectively and efficiently e.g. answering routine queries and taking messages where appropriate.
5. Provide routine administrative support duties, including but limited to, bookings & making arrangements for refreshments.
6. In conjunction with the Office Manager organise lettings and hire of facilities in accordance with policy and procedure.
7. To assist with the maintenance of manual and computerised records / management information systems for example Schools Information Management System (SIMS).
8. To undertake routine financial administration.
9. To sort incoming and outgoing mail and distribute across the school as appropriate.
10. To assist with pupil first aid / welfare, including looking after unwell pupils and liaising with parents / staff.

11. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
12. Provide cover / assistance to other members of staff as required.
13. To carry out your duties with full regard to the Trust's Equality Objectives.
14. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
15. Any other duties of a similar nature related to the post which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION – RECEPTIONIST/ SCHOOL ADMINISTRATOR

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	4 GCSE's or equivalent including English & Maths	AF,C	D1	Word Processing / Typing Qualification	AF,C
Experience & Knowledge	E2	Knowledge and / or experience of First Aid.	AF,R,I	D2	Awareness of child protection	AF,R,I
	E3	Previous Administrative Experience	AF,R,I	D3	Previous School Experience	AF,R,I
	E4	Knowledge of Data Protection requirements and understanding of confidentiality	AF,R,I			
Skills	E5	Ability to relate well to children and adults	I			
	E6	Ability to work successfully as part of a team	AF,R,I			
	E7	Ability to maintain accurate records	R,I			
	E8	IT Literate, capable of using MS Word / Excel and office packages	AF,R,I			
Personal Attributes	E9	Participate in development and training opportunities	AF,R,I			
	E10	Ability to abide by School policies and	AF,R,I			

		procedures			
Special Requirements	E11	Motivation to work with children	AF,R,I		
	E12	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,R,I		
	E13	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	AF,R,I		
	E14	Suitability to work with children	D		
	E15	The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post	I		

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references.