



## Job Description – King's Academy Ringmer

<b>Post Title:</b>		<b>RECEPTION, ADMINISTRATION AND ATTENDANCE ASSISTANT</b>
<b>Purpose:</b>		<ul style="list-style-type: none"> <li>To ensure the smooth day-to-day running of Reception Medical Room.</li> <li>To assist with the administration of student attendance.</li> <li>To proactively work as part of the Business Services Team. Help to cover staff absences and to also assist colleagues as and when required.</li> <li>To ensure that an efficient and effective front-line customer focused service is delivered.</li> </ul>
<b>Reporting to:</b>		School Business Manager
<b>Responsible for:</b>		Ensuring the smooth and efficient running of the Reception area and Medical Room. and to assist with ensuring that student attendance is administered and monitored effectively and efficiently
<b>Liaising with:</b>		The Principal, Vice Principal, Assistant Principals, School Business Manager, Governors, all relevant staff, parents, visitors and Students.
<b>Working Time:</b>		35 hours per week, term-time only
<b>Salary/Grade:</b>		KGA Pay Scale, Band 4
<b>Disclosure level</b>		Enhanced
<b>MAIN (CORE) DUTIES</b>		
<b>Operational/ Strategic Planning</b>		<ul style="list-style-type: none"> <li>To ensure that Health and Safety policies and practices are adhered and reporting any issues or problems immediately to the Health and Safety Manager.</li> </ul>
<b>Staffing Staff Development:</b>		<ul style="list-style-type: none"> <li>To participate in Performance Management Review(S)</li> </ul>
<b>Recruitment/ Deployment of Staff</b>		N/A
<b>Quality Assurance:</b>		<ul style="list-style-type: none"> <li>To ensure effective operation of quality control systems.</li> <li>To seek/implement modification and improvement where required.</li> </ul>
<b>Management Information:</b>		<ul style="list-style-type: none"> <li>To assist in producing accurate daily attendance records</li> <li>To use the computerised attendance system to update and amend student attendance and to assist with producing reports if</li> </ul>

		<p>required.</p> <ul style="list-style-type: none"> <li>• To produce Medical Aid room records.</li> <li>• To ensure the maintenance of accurate and up-to-date information with regards to reception, Medical Aid room and attendance.</li> <li>• To identify and take appropriate action on issues arising from data, systems and reports.</li> </ul>
<b>Communications:</b>		<ul style="list-style-type: none"> <li>• To ensure effective communication/consultation with for example: colleagues, Governors, parents, visitors and students.</li> <li>• To liaise with partner Schools other relevant external bodies as appropriate.</li> </ul>
<b>Marketing and Liaison:</b>		<ul style="list-style-type: none"> <li>• To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.</li> <li>• To be available to assist at Open Evening and Meet the Tutor evenings</li> </ul>
<b>Management of Resources:</b>		<ul style="list-style-type: none"> <li>▪ To work with the School Business Manager in prioritising own workload and reporting any difficulties immediately to the line manager.</li> <li>▪ As required to administer First Aid as a qualified First Aider and to ensure the smooth running of the Medical Room.</li> <li>▪ As required to administer medicines and ensure that training is kept up to date every three years</li> <li>▪ As required to undertake specific medical training if required, for example how to deal with students with diabetes.</li> <li>▪ Contact parent/carers annually to update student information on medicines that are kept in school for personal student use.</li> <li>▪ Ensure that student medication is kept securely and as per instructions detailed in the Supporting Students at School with Medical Needs.</li> <li>▪ To assist with the administration of student attendance</li> <li>▪ To be responsible for the coordination of student immunisations throughout the year, to include seeking parental permission and ensure smooth running of each day.</li> <li>▪ To ensure that all visitors are welcomed and dealt with efficiently and effectively.</li> <li>▪ To ensure that Reception is kept maintained, neat, tidy and has a welcoming appearance.</li> <li>▪ To be responsible for ensuring that lost property is returned to students where possible and also kept tidy and sorted.</li> <li>▪ To maintain and develop both manual and computerised systems.</li> <li>▪ To assist the School Business Manager in maintaining systems for providing all who contact the academy with information on such matters as academy events and general information.</li> <li>▪ To undertake a range of administrative tasks such as: the direction of information entering the academy by phone, post, e-mail, to produce and update as required the name plates</li> </ul>

		<p>for Student Progress Evenings and the sale of tickets for special events.</p> <ul style="list-style-type: none"> <li>▪ To maintain the emergency fire box. Ensuring that student information is up to date and to take the fire box out in the event of a fire alarm. To distribute registers for students and taking the register of visitors</li> <li>▪ To assist in other Business Services areas when required.</li> <li>▪ To ensure that all visitors are welcomed and dealt with efficiently and effectively.</li> <li>▪ To ensure that Reception is kept maintained, neat, tidy and has a welcoming appearance.</li> <li>▪ Produce a variety of WORD/EXCEL documents with accuracy and efficiency. To proof read finished documents. To create spreadsheets, forms, booklets etc as requested. To draft correspondence, maintain an orderly filing system of completed documents and to be responsible for the despatch of correspondence by courier or mail. Use of franking machine and ensure it is kept up to date with changes and upgrades</li> <li>▪ To undertake clerical, administrative and reprographic tasks as may be required from time to time.</li> <li>▪ To comply with legal and organisational requirements for maintaining health, safety and security of yourself and others in the learning environment.</li> <li>▪ To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down.</li> <li>▪ To know and apply academy policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities, data protection, cyber security etc.</li> <li>▪ To provide consistent and effective support in line with the requirements and responsibilities of your role.</li> </ul>
<b>Safeguarding:</b>		<ul style="list-style-type: none"> <li>• Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection and Safeguarding Policy and Staff Code of Conduct and Behaviour Policy.</li> <li>• Ensure all issues relating to students are reported immediately to the delegated member of staff</li> <li>• Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements</li> </ul>
<b>Health, Safety &amp; Security</b>		<ul style="list-style-type: none"> <li>• Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection</li> <li>• Ensure concerns are reported immediately to the delegated member of staff</li> <li>• Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and</li> </ul>

		practices
<b>Equality, Diversity &amp; Inclusivity</b>		<ul style="list-style-type: none"> <li>Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity</li> </ul>
<b>Other Specific Duties:</b>		
<p>To positively engage in the performance review process and in your own professional development including induction and in-service training opportunities and appraisal. To attend and participate in staff and departmental meetings as appropriate. To make your own contribution to the community life of the academy.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the academy.</p> <p>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.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p>		
<p>King's Academy Ringmer is committed to equality of opportunity. We positively welcome applications from all sections of the community.</p> <p>King's Academy Ringmer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>All posts within our Multi Academy trust are exempt for the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and complete an Enhanced Criminal Records Disclosure via the Disclosure and Barring Service (DBS)</p>		
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</p>		

**Date: June 2025**



## Person Specification – King's Academy Ringmer

Post Title:	RECEPTION, ADMINISTRATION AND ATTENDANCE ASSISTANT	
	Essential Criteria	Desirable Criteria
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal, communication, organisational and presentation skills.</li> <li>• Ability to use language and other communication skills that students can understand and relate to</li> <li>• Ability to demonstrate active listening skills</li> <li>• Good analytical and numeracy skills.</li> <li>• Ability to organise and prioritise work effectively, to plan action in order to meet deadlines and to complete tasks with the minimum of supervision.</li> <li>• Ability to work effectively and supportively as a member of the academy team.</li> <li>• Ability to act on own initiative, dealing with unexpected problems as they arise.</li> <li>• The capacity to learn new skills, take initiatives and generate ideas.</li> <li>• Excellent office productivity system skills, particularly Word and Excel.</li> <li>• Ability to instigate, review and manage change.</li> </ul>	<ul style="list-style-type: none"> <li>• Negotiating skills.</li> </ul>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of Education across a range of subjects.</li> <li>• Evidence of training and development undertaken during current or recent employment and a commitment to continuing personal development.</li> </ul>	<ul style="list-style-type: none"> <li>• Schools First Aid Qualification</li> <li>• Administering of Medicines certificate</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of using Information Technology.</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Reliability, honesty and a commitment to maintaining confidentiality.</li> <li>• The ability to establish good working relationships with a wide range of students, staff, parents and Governors.</li> <li>• An understanding and sympathy for the needs of students across different abilities, age ranges and social backgrounds.</li> <li>• The ability to handle sensitive matters with discretion and in confidence.</li> <li>• Ability to take personal responsibility for organising and meeting targets.</li> <li>• Self motivated with the ability to enthuse and</li> </ul>	

	<p>motivate others.</p> <ul style="list-style-type: none"> <li>• Energy and enthusiasm.</li> <li>• Professional and confident manner.</li> <li>• Demonstrate responsibility for your own professional development</li> <li>• A commitment to continuous development and improvement, team working and the highest possible professional standards.</li> <li>• Ability to work calmly and effectively under pressure.</li> </ul>	
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