

# Job Description & Person Specification

## School Administrator and Reception Support



**Contract:** Full time, term time (37 hours per week; 39 weeks per year)

**Hours of work:** Hours of work 8-4.30 Monday-Thursday, 8-4.00 Fridays with a 1-hour break throughout the day

**Pay scale:** Band: 1a (scale point 3-5 depending on experience)

### Accountabilities

Reports to: Office Manager

Direct reports: N/A

Member of: Administrative team

### Core purpose

To provide reception and administration support. Dealing with all aspects of administration including front of house, liaising with students and parents, dealing with parent and student communications and provision of first aid. The post holder will split their time between the main and finance offices.

### Specific responsibilities

#### Administration Support

- To undertake scanning and filing for staff, student and finance records.
- To fulfil reprographic requests.
- To undertake regular data maintenance of school student and finance systems as directed.
- To set up meeting rooms and support with hospitality arrangements when necessary.
- To support the production of staff and student documents, including timetables, reports and letters.
- To send communications to families and other stakeholders as directed.
- To assist with parents' evening bookings and associated administration and communications.
- To record and report student accidents and/or incidents.
- To assist with the administration of trips, events, admissions and any other activities.
- To support the administration of attendance, punctuality and behaviour- updating appropriate records and issuing slips where necessary.

#### Reception

- To provide relief for reception team, covering breaks and supporting reception cover when needed
- To deal with queries from parents, students and third parties; over the telephone, via email and in person.
- To respond to queries within the school's general email account, main phone line and any post in or out of the school
- To provide emergency first aid, ensuring that accidents are logged appropriately.
- To provide certain pre-approved medical support for students with identified needs (e.g. diabetes).
- To maintain the school reception area, including calendars, noticeboards etc.

#### General administration (all administrative staff)

- As part of the wider administration team, to support the general administration of the school as reasonably required.
- To provide additional support to finance, exams and admissions colleagues where there is capacity to do so. E.g. providing short term cover, ad hoc filing etc.

#### General Responsibilities (all staff)

- To perform duties and attend meetings as reasonably required.

- To participate in the school's performance management scheme.
- To undergo in-service training where required and to share expertise and skills with others.
- To contribute to the school's pastoral system.
- To observe and implement current school policies and good practice.
- To contribute to the overall Christian ethos/work/aims of the school.
- To carry out such particular duties as the Headteacher may reasonably direct from time to time.

## **Person Specification**

### *Experience- essential*

- Experience working in a busy office environment.
- Experience of using Microsoft Office, particularly Word and Outlook.

### *Experience- desirable*

- Experience working in a school setting, and/or with young people.
- Experience as a first aider.

### *Knowledge and qualifications- essential*

- Strong organisational skills.
- Excellent numeracy/literacy skills.

### *Knowledge and qualifications- desirable*

- Knowledge of data protection regulations and administration procedures.
- Knowledge of information management systems, in particular SIMS.
- Knowledge of school safeguarding requirements.

### *Skills and attributes- essential*

- Ability to work individually as well as a team
- Ability to work flexibly
- Ability to manage own time and prioritise tasks
- Ability to relate well to children and adults
- Ability to persuade, motivate, negotiate and influence
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to remain calm under pressure
- Logical and methodical approach when tackling complex tasks
- Ability to pay attention to detail