

# Job Description & Person Specification



## School Receptionist and Administrator

### Pay Band: 1a

37 hours per week, 39 weeks per year

Hours of work 8-4.30 with an hour break throughout the day

### Accountabilities

Reports to: Head Receptionist

Direct reports: N/A

### Core purpose

Providing 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.

### Specific responsibilities

#### *Reception*

1. Acting as the first point of contact for all visitors, staff and students.
2. Dealing with queries from parents, students and third parties; over the telephone, via email and in person.
3. Management of the school's general email account.
4. Provision of emergency first aid.
5. Maintaining the school reception area, including calendars, noticeboards etc.

#### *Administration Support*

1. Collating the weekly newsletter.
2. Scanning and filing for staff, student and finance records.
3. Fulfilling reprographic requests.
4. Setting up meeting rooms and supporting with hospitality arrangements when necessary.
5. Supporting the production of staff and student documents, including timetables, reports and letters.
6. Sending communications to families and other stakeholders.
7. Assisting with parents' evening bookings and associated administration and communications.
8. Recording and reporting student accidents and/or incidents.
9. Assisting with the administration of trips, events, admissions and any other activities.
10. Supporting the administration of attendance, punctuality and behaviour- updating appropriate records and issuing slips where necessary.
11. Managing the student helper rota, and organising students for tours as required.

#### *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)

1. To perform duties and attend meetings as reasonably required.
2. To participate in the school's performance management scheme.
3. To undergo in-service training where required and to share expertise and skills with others.
4. To contribute to the school's pastoral system.
5. To observe and implement current school policies and good practice.

6. To contribute to the overall Christian ethos/work/aims of the school.
7. 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