JOB DESCRIPTION

Title of Post: Receptionist/Administrative Assistant

Status: Permanent, part-time post, 15 hours per week, term time.
Tuesday to Thursday 8.45am to 11.45am
Friday 8.30am to 3.00pm (30 minutes unpaid break).

Responsible to: Office Manager

Salary: Grade 2 (Point 11 – 19)

Job Purpose
To provide a high quality, efficient and effective reception service, working flexibly and efficiently as part of a team.

To carry out a range of administrative duties delegated by the Office Manager/Headteacher/Deputy HT.

To prioritise and cover key tasks and duties in the absence of administrative staff.

Specific Duties - Administrator

- Switchboard operation and supervision. Dealing with telephone enquiries to the school.
- Greeting visitors to the school, signing in and out, issuing security passes.
- Dealing with deliveries, enquiries from staff, parents, trades people etc.
- Distributing / monitoring the return of Data Collection Sheets and updating SIMS accordingly.
- Using the SIMS system to access pupils’ records and other information.
- Print specific reports from SIMS as requested (register / dinner money / data sheet / medical / attendance lists).
- Dealing with emergencies that are reported to reception.
- Overseeing the collection of surrendered items e.g. mobile telephones, jewellery etc and re-issue to students at the end of the day.
- Open, sort and distribute incoming post and distributing to staff via pigeon holes.
- Prepare outgoing post and top up stock of stamps as necessary.
- Regularly maintain and file various reception and student records plus archiving when appropriate.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages. including the use of SIMS database.
Specific Duties – Administrator

- Daily check all registers have been completed and chase up missing registers
- Liaise with teachers regarding registers and deal with missing marks
- Use SIMs to produce reports to include attendance, FSM/Data sheets/EAL/SEN & vulnerability groups etc.
- Check/produce LTS/kitchen lists and reports using ParentPay and make relevant changes
- Check pupil/staff balances
- Liaise with PBS Finance office regarding banking
- Make regular FSM checks and keep records up to date
- Send relevant communications via ParentPay
- Deal with all paperwork and CTFs relating to In Year Transfers and Leavers
- Liaise with relevant authorities relating to all pupil movement including new admissions
- Upkeep of waiting list

This Job Description is current at October 2018 and is representative of the duties/responsibilities expected of the post. These duties and responsibilities are neither static nor exhaustive and, at the discretion of the Headteacher, are liable to variation to reflect any future changes required of this post.

Note:

The successful candidate will be requested to apply for an Enhanced Disclosure from the Disclosure and Barring Service although a criminal record will not necessarily be a bar to obtaining the position.

The school is committed to the highest standards in protecting and safeguarding the welfare of the children and young people entrusted to its care at all times.
**PERSON SPECIFICATION**

**Title of Post:** Receptionist/Administrative Assistant

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<th>Attributes</th>
<th>Essential</th>
<th>Desirable</th>
<th>How Assessed</th>
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<tbody>
<tr>
<td><strong>Relevant Experience</strong></td>
<td>Recent (within the last 2 years) experience of working in a reception/administration or similar environment.</td>
<td>Recent (within the last 2 years) experience of working in an administrative environment within education.</td>
<td>Application form</td>
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<td>Recent (within the last 2 years) administering first aid within education/voluntary/care.</td>
<td>Application form</td>
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| **Professional Skills/Abilities** | Competent in the use of Microsoft packages  
Strong organisational and administrative skills  
Strong customer service skills and ability to deal with difficult situations sensitively and calmly. | Working knowledge of SIMS                                                                                                                                                                                 | Application form             |
|                         |                                                                                                                                                                                                            |                                                                                                                                                                                                       | Application form             |
|                         |                                                                                                                                                                                                            |                                                                                                                                                                                                       | Application form/Interview   |
| **Personal Skills**     | Be calm under pressure in a busy environment.                                                                                                                                                    |                                                                                                                                                                                                       | Interview                    |
|                         | Ability to work with staff at all levels and have good communication skills                                                                                                                                                                                                 |                                                                                                                                                                                                       | Interview                    |
|                         | Ability to prioritise workload and multi task                                                                                                                                                                                                                      |                                                                                                                                                                                                       | Interview                    |
|                         | Understand the need for confidentiality when dealing with sensitive information                                                                                                                                                                                     | Application Form/Interview                                                                                          | Interview/Interview          |
|                         | Flexible and reliable                                                                                                                                                                                                                                               | Application Form/Interview                                                                                          | Interview                    |
|                         | Be able to work on own initiative and as part of a team                                                                                                                                                                                                               | Application Form/Interview                                                                                          | Interview                    |
|                         | Confident, yet sensitive and discreet in dealing with visitors, parents and students                                                                                                                                                                                    | Application Form/Interview                                                                                          | Interview                    |
|                         | Enjoy working with young people                                                                                                                                                                                                                                       | Application Form/Interview                                                                                          | Interview                    |
|                         | Be optimistic, enthusiastic and generous of spirit                                                                                                                                                                                                                     | Application Form/Interview                                                                                          | Interview                    |
|                         | Have a sense of proportion and humour                                                                                                                                                                                                                               | Application Form/Interview                                                                                          | Interview                    |
|                         | Be committed to safeguarding and promoting the welfare of children and young people                                                                                                                                                                                    | Application Form/Interview                                                                                          | Interview                    |
| **Qualifications**      | Four A – C GCSE passes or equivalent.  
GCSE Maths and English or Literacy and Numeracy  
Be willing to work towards First Aid at Work Certificate                                                                                                                                                    | IT or secretarial qualifications                                                                                   | Application form             |
|                         |                                                                                                                                                                                                            | First Aid at Work Certificate                                                                                       | Application form             |