

Reception and Administration Assistant (ADM004)

Job Description

REPORTING RELATIONSHIPS:

Responsible to: School Support Manager

Hours of Work: 36 hours per week - Term time only (plus 5 INSET Days) = 39 weeks per year

Salary Scale: Scale R2/10 – R3/18 Actual Salary: £21,688.34 - £23,880.47 (FTE £25,328.00 - £27,888.00)
Hours 8am – 4.00pm Monday & Tuesday, 8am – 3.30pm Wednesday - Friday (30 min Lunch)
Salary includes 5 weeks paid holiday

Contract Permanent

JOB PURPOSE:

To provide general clerical or administrative support to the school under the direction or instruction of the School Support Manager.

KEY ACCOUNTABILITIES:

1. Reception
2. Administration
3. Referrals and Admissions
4. Student Welfare
5. Other

MAIN DUTIES AND ACTIVITIES

1. Reception

- Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries and pass on messages as soon as practicable.
- Open, sort and distribute incoming mail and post outgoing mail.
- Operate the school office email account and ensure all e-mails are dealt with efficiently and in a timely manner
- Under the guidance of the Leadership Team and School Office Team send out correspondence to families via Parentmail
- With other school colleagues meet, greet and register attendance of visitors and ensure meeting rooms, catering and other required facilities are in place to ensure the school presents a professional image at all times.
- Provide services for operation of office equipment such as photocopying, scanning services as required.
- Give information and assistance on a wide variety of school matters to parents, students, staff, LA's and other schools.
- Liaise with all school staff over daily routines and operations.
- Receive deliveries, check through and follow up on any discrepancies and arrange for distribution within the school.
- Notify staff of student absence and update information monitor with student and staff absences.

2. Administration

- To support the Senior Leadership Team (SLT) as required.
- To run the school's diary ensuring meeting times are communicated in a timely manner.
- To respond to generic e-mails on behalf of the School Office.
- Update manual and computerised records/management information systems.
- Provide general clerical support including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment.
- Prepare reports, documents and letters at the request of the SLT.
- Produce lists, information and data as requested by senior staff or external agencies (e.g. standard/statutory returns, parents lists, newsletter, reports etc).
- Be responsible for the upkeep of the school notice boards.
- To enter, find, update, maintain and store information in paper-based and electronic files and databases.
- Undertake word-processing of letters and reports as required.

3 Provide administration support to the referrals and admissions processes of new students

- Liaise with admissions to book parental visits and communicate details in a timely manner.
- Assist with admissions to arrange student assessments as requested.
- Distribute relevant documentation in relation to assessments, admissions offers, including placement forms.
- Support the production of the school prospectus.

4 Student Welfare

- Be the first point of contact for sick students and liaise with parents /carers /staff/transport.
- Assist with student attendance recording, ensuring absence calls are made home in a timely manner to verify absence and obtain reason, recording appropriately.
- Be responsible for student transport arrangements liaising with parents/carers, LA's and taxi companies.
- Liaise with other staff and external agencies.

5. Other

- Assist the School Support and School Office Managers with management of the school diary and arrangements for meetings, school visits and preparation of meeting rooms and facilities.
- Ensure the upkeep of the reception area.
- To promote the welfare of children and young people at all times and ensure safeguarding policies and procedures are followed.
- To work as a member of the staff team to contribute positively to effective working relationships within the school.
- Undertake any relevant training as required.
- Conduct any other duties commensurate with the post as required.

NOTES

This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with the manager.

The content of the job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

The post holder is expected to comply with all relevant Grafham Grange School's procedures and guidelines, including those relating to Equal Opportunities, Safeguarding Vulnerable Children, Health and Safety and Confidentiality of Information.

Person Specification	
Criteria	Essential = E Desirable = D
Qualifications and Training	
<ul style="list-style-type: none"> Recent training in Microsoft Office Suite Training and/or qualification in administration / clerical or related activities to level 2 and working towards level 3 	<p>E</p> <p>E</p>
Knowledge and Experience	
<ul style="list-style-type: none"> Experience of administrative systems Experience of working as part of a team 	<p>E</p> <p>E</p>
Skills and Abilities	
<ul style="list-style-type: none"> Excellent interpersonal and communication skills Competent with ICT, including MS Office Ability to present information in a logical, clear and concise format and to communicate this effectively to colleagues, both verbally and in writing Ability to identify priorities quickly and accurately and to ensure that deadlines are met Ability to work with autonomy within set boundaries Ability to work under pressure Highly effective organisation and planning skills Attention to detail 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Personal Attributes	
<ul style="list-style-type: none"> Enthusiasm and drive for working in a school Ability to work independently and collaboratively as a member of a team Reliability, confidentiality and integrity Ability to promote the positive image of the school Excellent health and attendance record A positive and flexible attitude to work Good sense of humour 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
Date amended: July 2023	