

Fixed Term Contract: Reception and Administration Assistant

Job Description

REPORTING RELATIONSHIPS:

Responsible to:	School Business Manager
Hours of Work:	35.5 per week, Term time only (8.15am – 4.15pm Monday to Thursday with 30 minute unpaid break & 8.30am – 2.00pm Friday)
Salary Scale:	£9.93 - £10.65 per hour
Contract	Fixed Term Contract to 19th July 2019

JOB PURPOSE:

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

KEY ACCOUNTABILITIES:

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

MAIN DUTIES AND ACTIVITIES

1. Reception

- 1.1 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.
- 1.2 Open, sort and distribute incoming mail and post outgoing mail.
- 1.3 Operate the school office email account and ensure all e-mails are dealt with efficiently and in a timely manner.
- 1.4 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.
- 1.5 Provide services for operation of office equipment such as photocopying, scanning and faxing services as required.
- 1.6 Give information and assistance on a wide variety of school matters to parents, pupils, staff, LA's and other schools.
- 1.7 Liaise with all school staff over daily routines and operations.
- 1.8 Receive deliveries, check through and follow up on any discrepancies and arrange for distribution within the school.
- 1.9 Notify staff of pupil absence and update information monitor with pupil and staff absences.

2. Administration

- 2.1 To support the Leadership Team as required
- 2.2 Update manual and computerised records/management information systems.
- 2.3 Provide general clerical support including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment.

- 2.4 Arrange schedule for Annual Reviews, including communication with parents, Local Authorities and other agencies, typing of reports, dealing with all correspondence and associated arrangements.
- 2.5 Maintain staff attendance records.
- 2.6 Order and distribute school stationery and supplies.
- 2.7 Prepare reports, documents and letters at the request of the SLT.
- 2.8 Produce lists, information and data as requested by senior staff or external agencies (e.g. standard/statutory returns, parents lists, newsletter, reports etc).
- 2.9 Use of Parentmail as required.
- 2.10 Be responsible for school notice boards.
- 2.11 To enter, find, update, maintain and store information in paper-based and electronic files and databases.
- 2.12 Assist with the administration of school lettings and other uses of school eg 3G pitch players lists.
- 2.13 Occasionally handle cash e.g. for school visits, uniform
- 2.14 Undertake word-processing of letters and reports as required.
- 2.15 Undertake personnel administration, such as DBS checks, references, arrangements for interviews

3 Provide Administration support to the referrals and admissions processes of new pupils

- 3.1 Enter data for new referrals onto PIMS and notify referrals and admissions panel.
- 3.2 Arrange pupil interview/assessments as requested.
- 3.3 Prepare and distribute all relevant documentation in relation to assessments, admissions offers, including placement forms.

4 Pupil Welfare

- 4.1 Be the first point of contact for sick pupils and liaise with parents / carers / staff.
- 4.2 Be responsible for daily pupil attendance recording, ensuring absence calls are made home in a timely manner to verify absence and obtain reason, recording appropriately.
- 4.3 Be responsible for pupil transport arrangements liaising with parents/carers, LA's and taxi companies.
- 4.4 Keep records of non-uniform incidents, issuing uniform and recording income from sales.
- 4.5 Liaise with other staff and external agencies.

5. Other

- 5.1 Assist the School Business Manager with management of the school diary and arrangements for meetings, school visits and preparation of meeting rooms and facilities.
- 5.2 To promote the welfare of children and young people and at all times and ensure safeguarding policies and procedures are followed.
- 5.3 To work as a member of the staff team to contribute positively to effective working relationships within the school.
- 5.4 Undertake any relevant training as required.
- 5.5 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 	E E
Knowledge and Experience	
<ul style="list-style-type: none"> Experience of administrative systems Experience of working as part of a team 	E E
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 	E E E E E E E E
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 	E E E E E E D
Date amended: October 2018	