



JOB DESCRIPTION

POST TITLE:	Administrator/Receptionist
RESPONSIBLE TO:	Head of School
SALARY:	NJC Level 2a points 3 - 4
HOURS OF WORK:	Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm POST HOLDER 1 Tuesday & Wednesday, term time only POSTHOLDER 2 Monday, Thursday & Friday, term time only

THE ROLE:

The School Administrator/Receptionist is the first point of call for visitors to the school, parents, staff and children. As the 'face' of the school the post holder should be welcoming, personable, helpful and able to represent the School in a professional and friendly manner. In addition it is essential that the person for this role is organised, able to multitask, work flexibly and have a 'can do' approach to work, as no two days are the same. The receptionist is also required to assist with various administrative tasks, requiring a good level of IT skills.

Main Duties and Responsibilities

1. To act as the first point of contact for the school: welcoming visitors and responding to telephone and email enquiries in a helpful and constructive manner and ensuring that appropriate actions are taken in a timely manner.
2. Ensuring the safety and security of the school at all times, making sure that the front door is locked and entry to the premises controlled. Ensuring that all visitors sign in, are checked against the Single Central Record and issued a visitor badge accordingly. All visitors that are not on the SCR should be accompanied by a member of staff at all times.
3. Communicating with parents regarding all aspects of school life, receiving and passing on information, between parents and teachers, including phoning parents to ascertain reasons for pupils' absence.
4. Assisting with all admissions related tasks, including preparations for and assistance at Open Mornings, taking calls and recording details of enquiries from prospective new families.
5. To undertake photocopying, word processing and/or copy typing and filing as required. Making and receiving telephone calls, making diary appointments and making arrangements for hospitality. This will include standard letters and routine documents, individual letters, worksheets etc., as drafted by the Head of School.
6. To open, sort and distribute post, and operate the school telephone and e-mail systems.
7. To collect cash on rare occasions for non-uniform days etc, in accordance with the school's financial procedures.
8. To process orders by raising purchase orders and requisitions, dealing with goods received and chasing up outstanding orders as necessary.



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9. To undertake collation of pupil reports.
10. Administration of tests and SATs, as required.
11. Maintaining and updating school information, records and databases.
12. Receive, sort and distribute all packages, deliveries and mail.
13. Ensuring that the reception area is kept smart and tidy and that noticeboards are kept up-to date.
14. To assist with the ordering of stationery, materials and resources and ensuring that stock levels are maintained.
15. Assisting with various administrative tasks and duties, utilising word, excel, outlook email and the school database updated.
16. Maintaining information systems and inputting of pupil data into school managements system(s).
17. Work closely with the other receptionist/administrator to provide seamless service to the school community
18. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
19. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

Health and Safety:

To have an up to date knowledge and demonstrate a good understanding and knowledge of equalities legislation and the Equality and Diversity policies as applicable to the role.

Safeguarding:

Maintain and demonstrate a good understanding and knowledge of the School's Safeguarding policies and procedures as applicable to the role.

The School will endeavour to make any necessary reasonable adjustments to the Job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This Job Description is current at the date shown but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments)



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Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the School. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

‘We believe in the welfare and safeguarding of all children and expect ALL staff to share the same view’

Signed by Job Holder: Date:

Signed by Line Manager: Date:

Updated: March 2020