



Job Description

Job Role: Receptionist
Responsible to: Admin Area Manager
Salary: Scale 4 - (£29,412 - £30,771) Pro-rata

Purpose of job

To provide an effective support to the School's Admin Office and the Admin Area Manager as required to maintain the smooth and efficient running of the school offices, and liaise with the finance team when needed.

Main Duties and Responsibilities

1. To be front of house and represent the school in a professional, efficient and welcoming attitude towards all stakeholders and ensuring compliance to Safeguarding the Schools internal processes.
2. To be part of a team, engaged in office administrative tasks namely, answering telephone calls, taking messages, initial point of contact for any enquires, ensuring prompt communication with staff member in compliance with school policy.
3. To be part of a team, ensuring that all deadlines are met, either working as a team player or individually by prioritising own workload including day to day tasks such as preparing and inputting information in regard to pupil attendance and school dinners.
4. To be part of a team responsible for all office equipment including management and maintenance as and when required.
5. To ensure full compliance in all aspects relating to GDPR and Freedom of information be mindful and having an awareness of confidential issues linked to home/pupil/teacher/schoolwork and to keeping confidences.
6. To be responsible for supporting teaching and learning teams with respect to the efficient distribution of reports, letters, emails and general communication.
7. To ensure efficient, prompt and accurate record keeping of all monies received, including debt management in compliance with the school's internal procedures, including data input and appropriate reconciliations.
8. To be responsible for any event management including updating pupil and finance database.
9. To undertake routine administrative tasks, including updating pupil and finance database.
10. To be aware, understand and comply with all School and LEA policies with particular regard for Safeguarding, Health and Safety, Equal Opportunities and Customer Care. To work actively to overcome and to prevent discrimination on ground or face, sex and disability.
11. To undertake any other tasks commensurate with the grade as directed by the Admin Finance Officer, School Bursar, Head of School or The Executive Headteacher
12. To be the first point of contact for First Aid/Medical Issues.
13. Attending relevant in-service training and looking for innovative ways of working.

14. Liaise with outside agencies, including the school nurse, school dentist, school photographer and other representatives as necessary
15. To maintain stock of stationary, etc for the school
16. To maintain school diary and circulate as appropriate
17. To be responsible for timely banking and income collection
18. To comply with expectations set out in all of the school's policies eg. Staff sickness absence policy and staff handbook
19. To be positive role model for the children at all times, eg demonstrating our school aims, values and rules.
20. To be mindful and comply with any emergencies relating to Health and Safety and Safeguarding and to follow set protocols in such events
21. Specifically responsible for Admissions and school leavers, including liaising with LA Admission team in compliance with the set procedures. Assisting with the census and associated queries
22. Maintaining Free School Meals file and regular updates on File and SIMs.
23. To flexibly operate contracted hours/shifts to meet the needs of the school between 8am and 6pm
24. To monitor and maintain pupil records and registers, including records of parent/carer information, medical conditions and other information as required, and to prepare summaries or reports of these records as required.
25. To administer the school's admissions, leavers and SEN pupil records, liaising with the local authority, parents/carers, colleagues and consultants to ensure the best possible service the most effective handling of pupil data
26. To enter records into the school's SIMS database, ensuring that such data is compatible with the school's other administrative and reporting requirements, and to ensure that the structure and content of the database is kept up to date
27. To administer or assist with enrolment in school trips or activities, including after-school clubs extra-curricular activities, and to maintain up-do-date registers and payment records
28. To identify opportunities to improve or develop the school's administrative systems, and to take ownership for developing services or systems as required
29. To prepare and distribute letters, emails, text messages and other communications as required
30. To assist the Senior Leadership Team and other teaching staff in gathering and reporting data using the school's SIMS database or other systems as required

The duties of the job description may be reviewed and subject to amendments in consultation with the job holder. This is to ensure that the role continues to change in line with the needs of the Federation. The job description is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Federation in relation to the post-holders responsibilities and duties.'

Equal Opportunities

- To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality, or status in the Council's service.
- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Safeguarding

- To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial, or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.

Health and Safety

- In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

Data Protection

- When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

Experience Essential	<ul style="list-style-type: none"> - Experience and knowledge of office procedures, including financial administration - Experience of using and developing information systems including computerised systems in a financial environment - Experience of using a wide range of ICT packages
Qualifications/ Training	<ul style="list-style-type: none"> - Degree Level (or equivalent) OR appropriate extensive experience equivalent
Knowledge/Skills	<ul style="list-style-type: none"> - Understanding of the functions and duties of a locally managed school and its relationship to the LEA - Knowledge of information technology and the requirements of the Data Protection Act. - Ability to undertake a wide range of financial Administrative tasks - Ability to communicate effectively, verbally and in writing to wide range of audience. - Ability to apply information communication technology in keeping with the responsibilities of the post - Proven literacy, numeracy and communication skills including being able to respond appropriately to staff, governors, parents, pupils, outside agencies and the LEA. - An understanding of the issues associated with inner city schools and a commitment to promoting equality of opportunity in all aspects of school life. - An ability to work under pressure to adapt to changing priorities and to work to tight deadlines - Ability to manage own workload on own initiative - The ability to prioritise the work load and to meet the aims and objectives set by the Executive Headteacher and the Bursar within the predetermined time-scale. - To carry out such duties which may be required from time to time to meet the needs of the service commensurate with the job.
Attributes	<ul style="list-style-type: none"> - Creative - Conscientious - Effective communicator - Ability to motivate children and adults and work as part of a team - Effective in managing and organising your time - Be flexible - Keeping calm with a positive attitude - Integrity - Ability to work under pressure - Sense of humour - Dependable - Self-motivated - Great team work
Safeguarding	<ul style="list-style-type: none"> - Displays commitment to the protection and safeguarding of children and young people and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.