

JOB DESCRIPTION

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School: The London Nautical School

SECTION A:

Job Title:	Receptionist/Admin Officer
Grade:	Scale 3
Hours	35 - 8.00am – 4.00pm
Weeks per Year	40 (Term Time +1)
Reporting to:	School Business Manager/ Attendance Officer

SECTION B: Responsible for:
Staff Supervised

None

SECTION C: PURPOSE OF POST

- To act as first point of contact with the school, responding to enquiries and passing appropriate information to staff and to assist with the smooth administration of the school

SECTION D: Main duties and Responsibilities/Functional Links

Reception

1. To provide effective communication links (telephone, email, reception and messages) throughout the school including but not limited to, telephone switchboard duties, taking and circulating messages.
2. To receive and welcome all visitors and deliveries, inform appropriate staff and ensure visitors sign into the school and are given security badges.
3. To provide administrative support for staff as necessary
4. To support clerical work in the school to include the completion of standard letters, addressing envelopes, making up information packs and collation of documents.
5. To enter student data on SIMS as required.

6. To open and distribute incoming mail and despatch outgoing communications ensuring post is placed in staff pigeon holes on a daily basis.
7. To provide staff with student information as required.
8. To act as point of contact for premises emergencies and relay details to the Site Manager

Attendance – Under the supervision of the Attendance Officer

1. To record late marks for students on Sims.
2. To update and edit student attendance marks as required.
3. To produce and maintain Late and Leadership Detention list daily.
4. To produce weekly and monthly absence letters.
5. To produce daily Fire Registers.

General

To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

Data Protection

It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the Data protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

Equal Opportunities

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health and Safety

1. Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.
2. In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

Safeguarding

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority

Functional Links

Headteacher
School Business Manager
Pastoral Manager
Staff and students
Governors
Parents
Local Authority
Outside Agencies

SECTION E: Other relevant matters
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None

SECTION F: Signatures – Job Description discussed and agreed

Signature of Post Holder:Date:

Signature of Supervisor:Date:
(Line Manager)

PERSON SPECIFICATION

School: The London Nautical School

Job Title: Receptionist/Admin Officer

Directorate: Children & Young People's Service

Grade: Scale 3

		Shortlisting Criteria
Key Knowledge	<ul style="list-style-type: none"> Ability to use ICT competently including Microsoft Office Ability to use SIMS (Schools Information Management System) or similar 	Essential Desirable
Relevant Experience	<ul style="list-style-type: none"> Experience of reception or customer service work Previous experience of working in a school office 	Desirable Desirable
Qualifications/ Training	<ul style="list-style-type: none"> 5 GCSE Grade C or above (or equivalent) First Aid (or a willingness to undertake training) Willingness to undertake professional development 	Desirable Desirable Essential
Key Competencies	<ul style="list-style-type: none"> Excellent inter-personal skills including the ability to handle situations with tact and sensitivity involving staff and families and to understand the need for confidentiality To be friendly and welcoming To have excellent communication skills To have an effective telephone manner Ability to manage and prioritise workload and be flexible without supervision The ability to be assertive whilst maintaining a pleasant manner 	Essential Essential Essential Essential Essential