**Name:**

**Responsible to:** Executive Business Manager/ Senior Deputy Head

**Band:** Band 2

**Responsible for**

* Strategic planning and operational management of your responsibilities.
* To provide a professional receptionist service to the School
* Challenge Support and Inspire students in all aspects of the care and guidance that you provide

***Purpose:***

* To enforce the school’s vision for learning through high expectations of behaviour and safety, including standards for discipline, attendance and punctuality
* To assist the Headteacher and the Leadership Team in the overall management and development of the school.

**Key Responsibilities:**

**Reception:**

* To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate.
* To manage controlled entrance and exit of the school site by use of security gates
* To ensure school security arrangements are always complied with, including the issue of visitor’s badges and signing of the visitors’ book.
* To accept and sign for deliveries as appropriate.

**Clerical:**

* To undertake typing and word processing as required.
* To be responsible for the sorting and distributing of incoming post
* To provide general clerical support as required including reprographics and managing the office email account
* Maintain complements, PR book in reception and information for news letters
* Responsible for the administration of Mid-Year student admissions
* To lead on college applications for year 11’s
* Accessing information on the CMIS system for telephone numbers and contact details.
* To manage and maintain Free School Meals records
* Administration of school detentions
* To update the school website as directed
* Such other duties as may be required by the Headteacher.
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy
* Be aware of and comply with policies and procedures relating to Child Protection and all aspects of Safeguarding.

**Communications**

* To communicate effectively with the parents of students, students, staff and other stakeholders effectively where required.
* To take part in marketing and liaison activities such as Open mornings, Parents Evenings, liaison events with partner schools etc. where required.

**Staff Development and Wellbeing**

* To take part in the school’s CPD programme where appropriate
* To continue personal development including subject knowledge
* To engage actively in the Performance Management Review process
* To ensure the effective/efficient deployment of classroom support
* To work as a member of a designated team and to contribute positively to effective working relations within the school.

**Care Guidance and Support**

* To promote the general progress and well-being of individual students
* To apply the Behaviour for Learning policy so that effective learning can take place.

**General Duties**

* To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
* To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
* To promote actively the school’s corporate policies and to comply with the school’s Health and safety policy and undertake risk assessments as appropriate
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.

**Health and Safety**

* Have due regard for the school Health and Safety policy and any such issues particular to their subject.
* Follow school procedures for reporting Health and Safety incidents or near misses.
* Familiarise themselves with fire regulations and procedures.
* Have due regard for student safety and report any concerns to the appropriate school body.

**Accountability and discretion**

* To take and be accountable for all decisions made within the parameters of the job description

**STANDARDS**

* The standards of the post holder will be measured through the School Performance management system by setting targets linked to this job description and the generic role. The job description will be reviewed annually at the Performance Management meeting.

**Notes**

* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
* Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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| Signed: |  | Post Holder |  |
|  |  | Line Manager |  |
|  |  | Head of School |  |