**JOB TITLE: School Receptionist / Administration Assistant**

Job Description

**JOB PURPOSE**

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| * To work in positive collaboration with other administrative and campus staff to support the smooth running of the School, and to assist the School in meeting the academic, pastoral and other needs of students
* To provide high quality clerical and administrative support to all departments, as required
* To provide a professional, customer focused service to internal and external personnel
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**DUTIES**

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| **Specific DUTIES** **To provide support for Line Manager (School Executive Assistant). The following are a broad range of duties that will be included:*** Provide a high quality, professional service on the School Reception, including dealing with enquiries and issuing visitor passes, in accordance with safeguarding protocols
* To maintain the appearance of the reception area
* Undertake administrative duties in respect of pupil attendance, including following up any individual absences, in accordance with the School Absence Policy
* Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with staff and parents etc., as required
* Maintain confidentiality in respect of school-related matters and to prevent disclosure of confidential and sensitive information
* Taking receipt of and accurately recording deliveries, ensuring that deliveries and returns are stored safely and securely and are signed for
* To receive telephone and email enquiries; recording and distributing accurate informative messages to campus staff and students, forwarding calls and correspondence as appropriate ensuring confidentiality is maintained at all times
* Use a good level of IT knowledge to undertake the production of a range of documents (e.g. letters, reports, etc) using various Microsoft programs (e.g. Word, Excel, PowerPoint etc) and other IT packages to produce accurate and well-presented information on time, to enable teaching staff to meet their responsibilities for producing information
* To maintain accurate filing systems
* To be responsible for incoming and out-going post
* To undertake any photocopying as required and to collate and distribute documents as necessary
* To undertake the consumables audit and stock take reporting where additional stock and resources are required. To be responsible for ordering necessary items
* Responsible for maintaining medical information of students and monitoring any medication.
* Responsible for paperwork and coordination of trips
* To arrange hospitality for staff and visitors
* Help organise events such as parent evenings
* To undertake appropriate training applicable to the role

**General Duties*** To perform such other duties as may be requested from time to time, commensurate with the role
* Uphold and promulgate the OneSchool Global UK ethos within all areas of responsibility
* Contribute to, share in and promote the wider and longer-term vision of OSG UK and OneSchool.
* To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the OSG UK Equal Opportunity Policy
* Comply with and support the implementation of all School and OSG UK policies
* To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety
* To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same

**PERSONAL Duties*** To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels
* Ensure high standards are maintained, progressed and promoted in all areas of work
* To undertake appropriate professional development and positively participate in the appraisal of own performance
* Communicate and co-operate effectively and positively with specialists from outside agencies where applicable
* Attendance at staff meetings as appropriate

**SAFEGUARDING** |
| OneSchool Global UK and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks.We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2019 and The Education Act, we expect all staff and volunteers to share this commitment  |

**Reporting To**

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| Reporting to the Executive Assistant |

**SUPPORT FOR THE ROLE**

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| The role is supported on occasion by internal training opportunities. OneSchool Global UK provides a range of support services in areas such as ICT, recruitment, HR, policies, resources and compliance.  |

**ISSUED BY**

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| OneSchool Global UK Issue date: November 2019 |

**School Receptionist / Administration Assistant**

**Person Specification**

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| **Specification** | **Essential** | **Desirable** |
| **Experience and Knowledge** | * Experience in a general administration environment
* Good level of skill for the Microsoft package (Word, Excel, PowerPoint etc)
* Experience of using database applications including SIMs
* Experience of reception work
* Working knowledge of Data Protection and Confidentiality
 | * Experience of working in an Education setting
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| **Education and Qualifications** | * A\* - C in GCSE English and Mathematics or equivalent
 | * An intermediate or above qualification in word processing / typing skills
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| **Skills and Abilities** | * Good communication skills written and verbal
* Good organisational skills
* A positive role model of professional practice and conduct of others
* Ability to complete work to the required standards of accuracy and presentation
* Able to follow set procedures
* Ability to work on own initiative with minimum supervision
* Take a collaborative role when working within a team
* Able to meet deadlines against changing priorities and competing demands
* Ability to organise and manage own workload
* Ability to work with regard for confidentiality, data protection and safeguarding at all times
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| **Training** | * Willingness to undertake relevant training and identify own development needs
* Committed to ongoing CPD and Professional development
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| **Attributes and Attitudes** | * Flexible approach and positive attitude towards work
* Punctual and reliable
* Calm, tactful and collaborative manner
* Trustworthy and discreet for confidentiality
* Ability to adapt to changes in the workplace
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| **Equality, diversity and inclusion** | * Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application
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| **Safeguarding**  | * Knowledge, understanding and commitment to safeguarding and promoting the welfare of students
* Ability to form and maintain appropriate relationships and personal boundaries with students
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The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

OneSchool Global UK is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to be committed to the Equal Opportunities Policy.