



## **Job Description**

# **Senior Administrator Reception/Admin**

**Responsible to:** Executive Support Officer  
**Salary Grade:** Scale 6 scp 13– 17 Actual Salary £25,332 to £27,039  
**Full time/Part time:** Term time – 37 hours per week, 41 weeks per year

### **Job Purpose**

To provide a welcoming and supportive reception to visitors and to provide administrative support to facilitate the smooth running of the school.

### **Safeguarding Responsibilities**

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

### **Key Responsibilities**

- Deputise for Executive Support Assistant\Admissions Officer\Senior Administrator (Medical) as and when required.
- Line manage members of the reception/admin team.
- Create robust procedures using the school's technology in order to streamline and simplify the schools day to day processes.
- Assist with all enquiries through Reception, telephone and email. Setting answerphone messages for holiday periods etc.
- Use own initiative to deal with telephone calls and correspondence.
- Organise and support administration tasks.
- Assist the EVC in the organisation and correct sign off of trips ensuring all correct approval received for each trip in accordance with the school policies.
- Coordination of trip admin ensuring correct authorisation documentation for all educational visits, including the set-up of the educational visit on ParentPay, logging receipt of all reply slips and payments, noting any Health & Safety, medical or special instructions. Ensure all appropriate paperwork is returned by students. Update the trip organiser regarding student numbers, registers are on Arbor.
- Entering information from admission forms onto Arbor for year 7 and 12 September admissions
- Monitor the school calendar for both staff and parents, ensuring all relevant information is available on the website.
- Provide First Aid support as and when required (first aid course will need to be

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undertaken if not already a first aider)

- When necessary assist staff with Purchase Orders.
- Take attendance calls and update attendance marks, as appropriate as and when necessary.

#### **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance in the School's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

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

**The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.**

**This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.**

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