



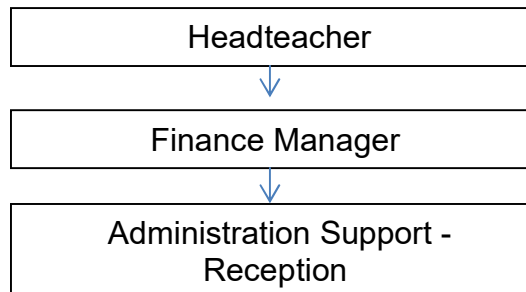
JOB DESCRIPTION

School: Addington School	Location: Woodley, Reading, Berkshire, required to work at Farley Hill on occasions
Job Title: Administration Support Assistant-Reception	Grade / Salary Range: 3 SCP level 5-6

JOB PURPOSE

To be responsible for the Main Reception area, the telephones, incoming & outgoing post, and general administration support. To provide a high quality, professional welcome to all visitors, students and staff.

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

Reception/Admin Support:

- To work on the main school reception; meeting & greeting visitors. Issuing Visitor passes and ensuring visitors adhere to the school's safeguarding policy. Preparing refreshments for visitors, as directed by Headteacher/SBM
- To answer the primary telephone extension, announcing calls and taking messages as necessary. To maintain the schools primary voice mail extension for out of school hours, messages etc.
- To open and sort all incoming mail, and prepare (stamp, weigh etc.) outgoing mail
- To prepare weekly orders for school and office stationery supplies. Negotiation on prices with suppliers as necessary, in liaison with School Business Manager, including ordering staff diaries and stocking & maintain Admin Department stationery, monitoring needs. Ordering of stamps
- To keep a log of photocopier faults, liaise with engineers. Ensure supplies of photocopy paper are ordered as required
- Planning and managing school photographs for pupils. Arranging and agreeing the timetable and ensuring that the photographs are distributed to classes.
- Maintain the building plan with updated class details. Maintain the school telephone directory. Maintain the school mini bus diary, holding/issuing keys. Maintain the log for signing in and out of contractor swipes
- Daily chasing of classes to remind them to complete their registers
- Reception point of contact for fire evacuations, managing the distribution of manual signing out books and the generation of a register from the electronic signing in system. Point of contact for the alarm monitoring station



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- Various administrative tasks – typing of minutes, internal memos, letters etc., may include some secretarial support to the Senior Leadership Team (typing, filing, photocopying and preparation/distribution of various circulations to pupils, parents or staff), and completed within reasonable time to allow for posting/distribution as directed.
- Basic input to the school HR/student database as required.

General:

- Work in line with statutory safeguarding guidance (i.e. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Retain confidentiality about all aspects of school life
- Maintain health and safety standards and a high level of hygiene
- Commitment to support the school in working towards the school's priorities
- To provide reception support at Farley Hill on occasions to support staff absences
- To work flexibly with job-share partner to support absences when needed
- Undertake related duties as requested by the Headteacher/School Business Manager within the spirit and scope of this job description

SCOPE OF JOB (Budgetary / Resource control, Impact)

Management of Physical Assets



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PERSON SPECIFICATION

Job Title: Administration Support – Reception
Reports to (job title): Finance Manager

* E = Essential Criterion (required at point of recruitment)

D = Desirable Criterion (can be developed over time)

KEY Criteria	* E / D?
<p><u>Qualifications and Experience</u></p> <ul style="list-style-type: none"> • Good standard of general education – i.e. 5 GCSE's Grade 9/4A-C including English and Maths Grade or equivalent level 2 qualification • Previous experience of working in an office environment in a Reception based role • Previous experience in using telephone systems (not technical) • Previous experience of dealing with face-to-face interactions 	<ul style="list-style-type: none"> • E • E • E • E
<p><u>Knowledge, Skills and Abilities</u></p> <ul style="list-style-type: none"> • Proficient in use of IT (e.g. Microsoft Office, Email, Online software systems) • Excellent telephone manner • Ability to use office equipment (e.g. photocopier, laminator etc) • Ability to make instant decisions and prioritise • Excellent organisational skills • Good written communication skills • Knowledge of reception and office procedures • A commitment to maintaining confidentiality at all times • Ability to communicate with all levels of staff and stakeholders and build effective working relationships • Ability to work using own initiative • Ability to work under pressure against changing priorities and competing demands • Ability to work within a team environment • Understanding of data protection 	<ul style="list-style-type: none"> • E • E • E • E • E • E • E • E • E • E • E • E • E
<p><u>Work-related Personal Qualities</u></p> <ul style="list-style-type: none"> • Positive attitude with a firm approach when required • Calm under pressure, adaptable with a commitment to getting the best outcomes for all • Flexible and adaptable approach to work • Resilient, positive and enthusiastic about making a difference 	<ul style="list-style-type: none"> • E • E • E • E
<p><u>Other Work-related Requirements</u></p> <ul style="list-style-type: none"> • Ability and willingness to work alongside children with special needs. • To maintain a tidy Reception area • Willingness to work flexibly with job share partner to support with staff absences including covering at Farley Hill on occasions • To demonstrate a sense of commitment to support the ethos of the school 	<ul style="list-style-type: none"> • E • E • E • E

