



Sponne School

Admin Assistant/ Receptionist



Role:	Admin Assistant / Receptionist
Responsible to:	Business Support Manager
Based at:	Sponne School
Hours:	36.5 hours per week, 40 weeks per year. 8.15am – 4pm Monday – Friday
Grade:	Grade D-E, points 3-5

Job Context

Sponne School has approximately 1430 students on role with 170 staff. The school is part of Tove Learning Trust, comprising of fourteen schools and also has a Teaching School and the Grand Union Training Partnership on site. Admin reception is in the heart of the school and is key to the security and safeguarding of our students and staff. The post holder will work within the busy admin reception office along with five other administrative support staff as part of the Business Support Team led by the School Business Manager.

Key Responsibilities

- To meet and greet on reception and deal with all related duties, phone calls, correspondence, visitors, hospitality, resources and general office tasks.
- To monitor and assist the Finance Team with the input and follow up of orders.
- To support the Assistant Head with whole school training administration including bookings, orders, cancellations and record keeping.
- To provide administration support to the business support team as required.

Job Description

Reception

1. To operate the main school switchboard and take incoming calls, passing the caller or taking relevant messages with appropriate speed.
2. To welcome and sign in visitors to the school using appropriate security and safeguarding procedures and inform staff of their visitor's arrival in school.
3. To deal with queries from staff, visitors and students on general issues and assist staff in booking meeting rooms if appropriate.
4. To use the ID software and produce ID badges for staff, students, visitors and Governors as required and to maintain adequate supplies of associated equipment and stationery.
5. To assist with security measures through programming the carpark barrier and managing the ANPR system alongside the Premises Administrator.
6. To manage the visitor function on the 'Inventry' sign in system, creating events and managing staff, contractor and visitor records.
7. To manage the fire evacuation groups for staff on the 'Inventry' sign in system.

8. To offer refreshments to school visitors and maintain the appropriate stocks and supplies for this purpose and for the staff wellbeing provisions.
9. To sort internal mail into staff pigeon holes and trays, and arrange the distribution of deliveries and parcels to be collected from Reception.
10. To sort, frank and record external post including parcels to be returned and to take post to Post Office if required, at an agreed appropriate time.
11. To take responsibility for the annual labelling of pigeon holes and trays and update as appropriate throughout the year.
12. To update and distribute phone lists and phone labels. Become familiar with the workings of the phone system and be able to train new staff in the use of it as appropriate.
13. To maintain adequate supplies of stationery and printed materials for use by the school and admin office.

Training

14. To make bookings and arrange appropriate documentation for all staff training requests including courses and training day arrangements.
15. Log, monitor & reconcile the training budget on spreadsheets for the Assistant Headteacher and put orders on to the finance system as appropriate.

Administration

16. Undertake or assist with any other general administration duties as directed.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties, and responsibilities. Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment. It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.

Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School. KCSiE 2022 Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2022 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

March 2024