



# PHILIP MORANT

SCHOOL & COLLEGE

## JOB DESCRIPTION

<b><u>JOB TITLE:</u></b>	Senior Administrator responsible for Visitor Reception
<b><u>RESPONSIBLE TO:</u></b>	Admissions Manager\Senior Administrator
<b><u>MAIN JOB PURPOSE:</u></b>	To provide general clerical support to facilitate the smooth running of the school.
<b><u>GRADE:</u></b>	Scale 5 and 6 (Points 8 - 17)
<b><u>HOURS:</u></b>	37 hours per week
<b><u>WEEKS:</u></b>	41 weeks (term time + non pupil days) (If the staff member applying already works extra weeks during the school holiday, these weeks will still be required to be worked as part of this position)

### MAIN DUTIES:

1. Deputise for Admissions Manager\Senior Administrator and Senior Administrator (Student Services) as and when required.
2. Line manage two members of the visitor reception team.
3. Assist with all enquiries through Reception, telephone and email.
4. To use own initiative to deal with telephone calls and correspondence.
5. Support with administration tasks.
6. Update the school website, including monitoring when links should be updated by the senior leadership team.
7. Monitor the school calendar for both staff and parents, ensuring all relevant information is available on the website.
8. Provide First Aid support as and when required (first aid course will need to be undertaken if not already a first aider)
9. When necessary assist staff with Purchase Orders.
10. Taking attendance calls and updating SIMS, as appropriate as and when necessary.
11. Have the ability to create robust procedures using the school's technology in order to streamline and simplify the schools day to day processes.
12. Assist the EVC in the organisation and correct sign off of trips ensuring all correct approval received for each trip in accordance with the schools policies.
13. 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 etc.
14. Assist with the school and college September intake administration.
15. Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
16. Comply with the School's Equal Opportunities Policy.
17. Any other tasks assigned by the Admissions Manager\Senior Administrator.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher. This job description does not form part of any Contract of Employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.