

## **Job Description**

**Job Title: Administrator and Receptionist**

**Location: St James the Great Academy**

**Hours of work: 13 hours per week, 39 weeks per year (2 days per week)**

**SCP 6**

**Reports to: Principal**

## **Purpose of the Role:**

Maintain the efficient running of the school office, provide an administrative service to the Headteacher and staff and assist pupils and parents with any problems they might have.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

## **Responsibilities:**

- Provide a secretarial and administrative service to the Headteacher and other staff.
- To act as a personal assistant to the Headteacher, including drafting letters to ensure well presented and accurate correspondence, reports and other documentation.
- Provide a first point of contact for pupils and parents at reception to deal with any problems that arise in the first instance or refer them on to the most appropriate person.
- Update the Personnel function on Cloud School, keeping an accurate record of changes, appointments and absence.
- Administer medicines and first aid to pupils. Ensure all first aid resources are available. Maintain pupil medication records.
- Manage the SIMS database to ensure accurate recording and retrieval of the information relating to pupils.
- Maintain accurate records of the number of pupils on roll and future intake to ensure a correct formula funding budget is allocated and to enable future planning.
- To implement the pupil admissions process in line with DfE guidance; collate and monitor applications for admissions, including new intake of pupils; provide prospective parents with information on the school.
- Complete relevant forms for pupils leaving the school; update Pupil Database; send pupil files and ensure that procedures are complied with.
- To monitor pupil attendance and liaise with class teachers and the EWO.

## **Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.



**Person Specification**

**Job Title: Administrator and Receptionist**

<b>General heading</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Maths and English)</li> <li>• Entitled to live and work in UK</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ level 2/3 in Administration or other secretarial qualification</li> <li>• First Aid qualification</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>• Experience in an administrative/ office environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Working within education</li> </ul>
<b>Skills</b>	Abilities	<ul style="list-style-type: none"> <li>• communicate clearly, accurately and helpfully with staff, children, parents, visitors and handle all phone enquiries in the same way</li> <li>• work effectively and efficiently under pressure</li> <li>• good oral and written communication skills</li> <li>• problem-solver with a 'can-do' approach</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Progresso</li> </ul>
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Adaptable</li> <li>• Purposeful and resourceful</li> <li>• Excellent communication skills</li> <li>• Flexible &amp; team player</li> <li>• Ability to keep calm and focussed in pressurised situations</li> <li>• Enthusiastic</li> <li>• Commitment to maintaining confidentiality at all times</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>



		<ul style="list-style-type: none"> <li>● Commitment to safeguarding and equality</li> <li>● Embraces change well Deals with difficult situations effectively</li> </ul>	
	Values	<ul style="list-style-type: none"> <li>● Ability to demonstrate, understand and apply our values             <ul style="list-style-type: none"> <li>○ Be unusually brave</li> <li>○ Discover what's possible</li> <li>○ Push the limits</li> <li>○ Be big hearted</li> </ul> </li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>● Right to work in the UK</li> <li>● Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> </ul>	●