



JOB DESCRIPTION

Job Title	Reception/admin assistant
Grade	Scale 3, point 5-6
Working hours	8.00 - 12.30 Monday - Friday. 22.5 hours per week, 38 working weeks per year (term time only)
Reports to	Office Manager
Liaison with	Senior leadership team, teaching staff, support staff, pupils, parents, visitors
Job Purpose	<ul style="list-style-type: none">• Provide administration support to all departments to facilitate the smooth running of the school• Be part of the team responsible for the smooth running of the main school reception

To assist in the smooth running of the William de Ferrers reception office, providing a welcoming and efficient first point of contact on behalf of the organisation. Fulfil appropriate administrative duties in a professional manner.

Duties	<p>Reception:</p> <ul style="list-style-type: none">• Be the first point of contact for both telephone and face to face enquiries and provide a warm and welcoming reception to all visitors to the school.• Ensure the reception area creates a good impression for visitors.• Answer the school's switchboard and respond to enquiries from staff and parents and direct calls as appropriate.• Ensure school security arrangements are always complied with, including the issue of visitor's badges.• Accept and sign for deliveries as appropriate.• Sort and distribute incoming post and send outgoing post.
	<p>Clerical:</p> <ul style="list-style-type: none">• Undertake general administration for members of the senior leadership team and teaching staff.• To undertake filing, photocopying and reprographic work as required.• Prepare and produce resources, worksheets, schemes of work, letters to parents etc.• To offer support to all staff for various things including locating teachers, students etc.• Raise orders and track receipt of goods as necessary for departments.• Assist with Year 7 intake administration.• Collate tracking sheets and transfer assessment details, coursework details, exam results etc. to database, Go4Schools or similar system.• Access, update and maintain information on the SIMS system

	<ul style="list-style-type: none"> including contact details, medical information, student classes. • Maintain school displays as required. • Minute meetings when required
General	<ul style="list-style-type: none"> • 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 & safety in the workplace Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • 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 <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

PERSON SPECIFICATION

Reception/admin assistant

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of reception work/school office work Educated to NVQ Level 2 or equivalent
	Knowledge of relevant policies and procedures	General understanding of the operation of a school
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use photocopier Ability to use word processor
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school

	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role