



# SANDHURST SCHOOL

## JOB DESCRIPTION

<b>Job Title:</b>	<b>School Reception / Admin Assistant</b>
<b>Hours:</b>	<b>37 hours per week term time only + 10 days non-term time</b> Monday – Friday 8:15 am - 4:15pm (1/2 hour break)
<b>Salary and Grade:</b>	BG-J SP3 £20,575 per annum including OLA

### JOB PURPOSE

To provide reception and admin support, working with all members for the Sandhurst School community.

### DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Reports to the Headteacher's PA.

### MAIN DUTIES AND RESPONSIBILITIES

#### Reception

1. Ensuring the general smooth running of the reception area
2. Providing receptionist support to the school, receiving visitors, staff and students
3. Operating the school's switchboard
4. Taking messages and distributing as appropriate
5. Liaising with all members of the school community by telephone, email and school systems
6. To maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures i.e. signing in, issuing of identification badges.
7. Managing lost property
8. To set high expectations for student behaviour, establishing and maintaining a good standard of discipline based upon our core values.
9. To work collectively with other staff in the school in a professional manner.

#### Admin Tasks

1. To provide admin support in organising events and meetings
2. Produce lists/information/data as required
3. Additional admin tasks (to be confirmed)
4. Provide general advice and guidance to staff, pupils and others
5. Use of the school data management system (SIMS)
6. To oversee Office Duty

#### Student Welfare (training will be available)

- Supervise students whilst self-administering medication and logging
- Maintaining student medication procedures (i.e. parental consent forms and communicating with parents regarding out of date medication)
- Contacting parents to advise that students are unwell and require collection
- Represent the School at meetings and events as appropriate
- Participate in training and other learning activities and Performance Appraisal as required.

- Contribute to the overall ethos/work/aims of the school
- Perform any other reasonable duties as may be required from time to time at the direction of the Headteacher

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative, and flexible, and willing to take on additional responsibilities, as can be reasonably expected of them within the scope and grading of the post.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

#### **SCOPE OF JOB (Budgetary/Resource Control, Impact)**

- The post holder does not hold any budgetary responsibilities.
- The post holder should be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality, and data protection and ensure all concerns are raised in accordance with this policy

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_