



Brampton Manor Academy

www.bramptonmanor.org

Executive Principal: Dr Dayo Olukoshi OBE

JOB DESCRIPTION

- Post: Receptionist/Administrative Officer
- Hours: 36 hours per week/term-time only
- Reporting to: Vice Principal (Operations)

Purpose of the Job

- To be the initial contact person for all visitors to Brampton Manor Academy.
- To provide general administrative and clerical duties in support of an efficient and effective service for the day-to-day organisation of the Academy.

Tasks

1. ORGANISATION

- Undertake Reception duties, answering general telephone and face to face enquiries and signing in visitors for the Academy
- Keep electronic diary for all visitors, community groups and events in relation to the Academy
- Ensure all visitors are welcomed in a polite, friendly and efficient manner
- Provide hospitality to visitors as required
- Maintain the Reception area with regard to appearance, displays and information.
- Assist with pupil first aid and welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Supervise students in the library, issuing books etc.
- Updating student records on Arbor including name & address changes.
- Signing in all late pupils at Reception and recording late information in Arbor promptly.
- Signing out all pupils leaving the school premises, issuing green slips where necessary and recording information in Arbor promptly.
- Dealing with pupil enquiries, referring them to the appropriate staff where necessary.
- Ensuring key information & messages are passed on to staff in the office.

2. ADMINISTRATION

- Provide general clerical and administrative support e.g., photocopying, filing, completing standard forms, responding to routine correspondence
- Undertake typing and word-processing and other IT based tasks
- Prepare specialist documents using IT packages, including certificates
- Maintain manual and computerised records and management information systems
- Enter data and produce lists, information as required e.g., pupil data, absences
- Maintain and collate pupil reports
- Receive and forward emails, sort and distribute mail
- Maintain the staff room notice board, updating weekly
- Receiving deliveries and parcels and ensuring these left safely and securely in the office or in the foyer.
- Sorting and distributing all incoming post promptly

- Processing all external mail for collection
- Ordering goods & services on behalf of the Head's PA and the Main Office
- Ensuring staff/telephone lists on reception are up to date
- Ensuring stock and supplies of office equipment & stationery are maintained

3. RESOURCES

- Operate relevant equipment and IT packages (e.g., word, excel, databases, spreadsheets, email, internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Provide general advice and guidance to staff, pupils and others
- Organise and provide refreshments at meetings

4. RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the Headteacher, or Vice Principal (Operations)

This job description does not form part of any employee's terms and conditions of employment and it is not intended to have any contractual effect. The Academy reserves the right to amend this job description at any time.

Job Title: Receptionist/Administration Officer

| | Essential | Desirable | Identified by |
|--|-----------|-----------|---------------|
| Qualifications | | | |
| GCSE English & Maths or equivalent | ✓ | | A |
| Experience | | | |
| Experience of using Microsoft Office Suite | ✓ | | A/T |
| Experience of using Email/Internet | ✓ | | A/T |
| Experience of using SIMS database | | ✓ | A/T |
| Experience working in a school setting | | ✓ | A |
| Experience of working with the general public | ✓ | | A |
| Skills | | | |
| Personal | | | |
| Must be well organised | ✓ | | A/I/T |
| Ability to work under pressure and ensure deadlines are met | ✓ | | A/I |
| Ability to work as part of a team | ✓ | | A/I |
| Ability to organise and prioritise workload and work on own initiative | ✓ | | A/I/T |
| Ability to demonstrate competent standards of literacy and numeracy | ✓ | | A/T |
| Administrative | | | |
| Experience of using, maintaining and developing administrative systems | ✓ | | A/I |
| Ability to find solutions to administrative problems | ✓ | | A/I/T A/I |
| Ability to maintain accurate records and filing systems | ✓ | | A/I/T |
| Ability to produce clear reports | ✓ | | A/I |
| Ability to maintain records relating to attendance and punctuality | ✓ | | |
| Relations | | | |
| Have good interpersonal skills and be able to communicate effectively | ✓ | | A/I |
| Ability to develop good relations with staff and pupils and the wider school community | ✓ | | A/I |
| IT Skills | | | |
| Fast and accurate keyboard skills | ✓ | | A/T |
| Word processing and typing skills | ✓ | | A/T |
| Good understanding of database – including ability to use database to produce reports and statistics | ✓ | | A/T |
| Ability to use Word and Excel to develop tables and spreadsheets | ✓ | | A/T |

A = Application

I = Interview

T = Task