



**The Trafalgar
School** AT DOWNTON

Job Description

ADMIN ASSISTANT -
RECEPTION

EDUCATION



Job Description

Main Purpose

To be the welcoming face at Reception to all visitors, parents and staff

Main Duties and Responsibilities

- Meeting and greeting visitors including reception duties
- To provide administrative support for student attendance
- Updating student records
- Day-to-day student housekeeping inc. lost property, lockers, rewards
- General administrative support within the Admin team; reprographics, reception duties and student services cover as and when required. May include administering first aid (training will be provided)
- Assisting to organise school events including annual school photographs and vaccinations run by School Nurse Team
- Liaise with members of the Pastoral Team inc. Tutors and Heads of House and Heads of Year
- To ensure all duties are carried out in accordance with GDPR, Health & Safety regulations and with due regard to Child Protection and Safeguarding
- To undertake any training and development for the better fulfilment of the post
- Act at all times as an ambassador for the school and model behaviour which upholds our Trafalgar values and ethos
- Foster good relationships with colleagues, students and the wider community
- Demonstrate a commitment to personal professional development
- Carry out other duties as may reasonably be assigned by line lead and Headteacher



Person Specification



Knowledge & Skills

Essential:

- Good education to GCSE grade C or above (or equivalent), including English and Maths
- Excellent communicator
- Excellent administration skills
- Fluent with Microsoft suite of applications
- Ability to liaise with families, colleagues, students
- Ability to work independently as well as within a team
- Highly organised with meticulous attention to detail

Desirable:

- Administration experience within an educational setting
- Experience of school management information systems (MIS)

Personal Attributes

- High-energy and passionate individual with a clear moral purpose which is driven by a desire to improve the life chances of young people
- An ability to inspire and relate well to the whole school community
- The ability to multi-task and manage interruption
- The ability to work with confidential information
- The ability to make accurate judgements of situations, and refer these to other staff, if necessary
- Helpful and positive attitude in a busy environment
- The ability to build and maintain positive and productive relationships with colleagues and students
- Ability to work calmly and under pressure
- Resilient
- Good communication and interpersonal skills
- Ability to work on own initiative
- Ability to work to deadlines and prioritise own workload
- A team player who is comfortable in both providing and responding to professional challenge
- A commitment to and evidence of professional development of both yourself and others
- Outgoing and enthusiastic with a positive “can-do” attitude and a solution-focused approach
- A sense of humour

