



## JOB PROFILE

<b>Position</b>	Receptionist / Administrative Assistant	<b>Location</b>	The Beacon School Banstead, Surrey SM7 1AG
<b>Accountable to</b>			
<ul style="list-style-type: none"> <li>• The Administration and Communication Lead</li> </ul>			
<b>Core purpose</b>			
<ul style="list-style-type: none"> <li>• To provide professional and friendly reception cover for all visitors</li> <li>• To ensure the school office meets the needs of the school community</li> <li>• To provide an effective, administrative service and attend to the welfare of students</li> </ul>			
<b>KEY ACCOUNTABILITIES AND SPECIFIC TASKS</b>			
<ul style="list-style-type: none"> <li>• To support the Admissions process, including liaising with parents and feeder schools and maintaining admissions data</li> <li>• General clerical and administrative duties as required by the Administration and Communication Lead or other members of the administrative team</li> <li>• Provide reception cover for all visitors</li> <li>• Use of SIMS database for inputting data as required</li> <li>• Assist with archiving of school records and electronic filing</li> <li>• Answer telephone calls in a confident, professional manner</li> <li>• Liaise with parents and visitors, ensuring they are treated courteously and have the appropriate security checks</li> <li>• Duplicating/photocopying</li> <li>• Opening and distributing incoming post</li> <li>• Assisting with the unpacking, checking and distribution of school supplies/deliveries and handle queries with suppliers</li> <li>• Willingness to undertake further training and personal development to the benefit of the individual and the school</li> <li>• Contribute to positive office team atmosphere by being willing to help each other</li> <li>• To assist with First Aid cover when required</li> </ul>			
<b>General information</b>			
<b>Equality of Opportunity</b>			
<ul style="list-style-type: none"> <li>• As a member of school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying</li> <li>• Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, students, parents and visitors</li> </ul>			

**Confidentiality and Data Protection**

- To treat all information acquired through employment, both formally and informally, in strict confidence
- To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure all processes comply with this

**To contribute as an effective and collaborative member of the school team**

- Any other duties as reasonably required by any manager of the school
- Participating in the ongoing development, implementation and monitoring of the school development plans
- Being aware of and complying with policies and procedures relating to child protection and reporting all concerns to an appropriate member of staff
- Attend regular meetings as required and make a positive contribution during meetings

**In return we can offer:**

- Full support and any mentoring needs
- Talented and committed staff
- The opportunity to be part of a multi-academy trust that has high aspirations for all its students and staff

**Safeguarding**

GLF Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for an Enhanced DBS disclosure.