



Job Description

Job Title: Administrative Assistant/ Receptionist [Term Time + 13 Days (including inset)]

Hours: 37 Hours per week

Monday	8.00 a.m. – 4.00 p.m.
Tuesday	8.00 a.m. – 4.00 p.m.
Wednesday	8.00 a.m. – 4.00 p.m.
Thursday	8.00 a.m. – 4.00 p.m.
Friday	8.00 a.m. – 3.30 p.m.

Salary Range: £18,333 - £18,516 (full time equivalent), with an actual salary pro-rata of £16,132 - £16,293 (based on number of weeks worked.)

General Responsibilities: To provide reception cover and general administrative/clerical support within the School Office under the direction of the Premises and Office Manager.

Principal Responsibilities and Duties

- To greet visitors, complete DBS administration, manage visitor logs and security badges in line with safeguarding regulations
- To deal with general enquiries from internal and external calls, take messages and transfer where appropriate.
- To process, deliver and collect internal and external mail.
- To monitor CCTV as required.
- To communicate with parents/carers by telephone, email or text service
- To produce and maintain a variety of documents using Microsoft Office packages including Word and Excel.
- General administration duties including photocopying, filing, archiving, maintenance of manual and computerised records.
- To deal with pupils (including general enquiries, sickness, administering of medication, distributing locker keys, timetables etc.) and general staff enquires.
- To administer first aid to pupils, complete the appropriate forms and maintain medical room database.
- To assist in the management of parent/carer evenings (maximum 3 per year), providing analysis as required.
- To act as Fire Warden (training given).
- To provide Exam Invigilation as required.
- To manage room bookings.
- To carry out any other duties not specified above, but which are within the purview and general nature of the post, including general office duties, and in agreement with the postholder.

The Post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The postholder must comply with the Trust's Health and safety rules and regulations and with Health and Safety legislation.

This job description is subject to regular review which can be initiated by either the postholder or the Executive Business Manager and which in any case will be reviewed annually.

Created: 6 April 2022