



## Job Description

<b>Job Title:</b>	Administrator/Receptionist
<b>Location:</b>	Venerable Bede Academy
<b>Grade:</b>	SCP 3-4
<b>Salary Range:</b>	£18,887- £19264 full-time equivalent – Pay Award Pending <i>Actual Salary – £16,619 - £16,951 (less than 5 years' continuous service)</i> <i>£16,989 - £17,328 (more than 5 years' continuous service)</i>
<b>Reports to:</b>	Office Manager
<b>Contracted Hours:</b>	Full Time, TTO +13 Days (including 3 INSET), Permanent
<b>Working Times:</b>	Monday to Thursday 8.00-4.00pm and Friday 8.00-3.30pm

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### **JOB PURPOSE:**

Reporting to the Office Manager, this role provides an essential service within the academy.

To ensure efficient, proactive and professional administrative support at Venerable Bede CE Academy.

To provide a professional reception service to visitors, pupils, staff and other stakeholders.

### **DUTIES AND RESPONSIBILITIES:**

The duties of the post are numerous and whilst the following list is not meant to be totally comprehensive, it can be used as a guide to the nature and role of the post within the Academy.

### **RECEPTION DUTIES:**

- To communicate with parents/carers by telephone, email or text service
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To greet visitors, manage visitor Inentry system and provide appropriate security badges in line with safeguarding regulations.

- To collect relevant documentation to enable the processing of DBS checks and updating of our Single Central Register for supply staff and relevant visitors.
- To cover the admin office during vacation periods, INSET days and after school events, as directed by the Office Manager.

#### **ADMINISTRATIVE DUTIES:**

- To provide high quality administrative support to Venerable Bede under the direction of the Office Manager.
- General administration duties including photocopying, filing, archiving, maintenance of manual and computerised records.
- To produce and maintain a variety of documents using Microsoft Office packages including Word and Excel.
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- To use computer based systems to provide an efficient and effective administrative service to staff, pupils, parents and carers.
- To carry out tasks associated with incoming and outgoing post, including distribution of such within the Academy.
- To answer the telephone and take messages, or where necessary, transfer the call on to the relevant member of staff.
- To process correspondence on behalf of the Headteacher and other members of the teaching staff as directed by the Office Manager.
- To maintain an accurate filing and archive system.
- To maintain the confidentiality of all the Academy's records relating to staff and pupils, in line with the latest requirements of the Data Protection Act and the Freedom of Information Act.
- To have high regard to personal presentation, attendance and punctuality.
- Provide administrative support for senior members of staff when required (Typing, Organisation).
- Produce confidential minutes of meetings, as directed.
- To set up meeting rooms for visitors or internal Academy staff as directed by the Office Manager.
- Liaise with departments and inform all staff of necessary room changes.

- To carry out all reprographics requests within agreed timescales.
- To support with the operation of the academy CCTV system, providing confidential data as requested, in line with Data Protection legislation.

#### **PASTORAL CARE:**

- To deal with pupils (including general enquiries, sickness, administering of medication, distributing locker keys, timetables etc.) and general staff enquires.
- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
- To act as a First Aider and provide first aid provision for the Academy, in line with the current rota.
- To assist in the management of parent/carer evenings (maximum 3 per year), providing analysis as required.
- To provide Exam Invigilation as required.
- Deal with any pastoral queries from pupils or staff.
- Act appropriately in a fire evacuation in line with responsibility for designated area.

#### **SUPPORT FOR THE ACADEMY AND THE TRUST**

- Contribute to the overall ethos/work /aims of the Academy.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Attend all relevant team/Academy/Trust meetings.
- Participate in training and other learning activities and performance development as required.
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Duty supervision as required.
- Undertake First Aid qualification and carry out first aid duty as required to support the Academy.

- Participate in statutory and other training as required; comply with all Dayspring Trust policies.
- To work at any location within the Trust, as required.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time**

**This job description is subject to regular review which can be initiated by either the post holder or the Executive Operations Manager.**

**Plus days are to be agreed in consultation with the Office Manager and are subject to approval of the Executive Operations Manager.**

**Date Created: October 2022**

**To be reviewed: October 2023**