

COPPICE ACADEMY



Job Description

Post:	Administration Assistant (Reception duties)
Contract:	Permanent
Salary:	Band B Actual salary £7,902 to £8,167 based on full time salary of £22,797 to £23,500
Hours of Work:	Part-time, 15 hours per week, 39 weeks per year
Working pattern:	Five mornings per week: 8:15am - 11:15am
Line Manager:	Office Manager

Under the general direction of the Associate Headteacher, Trust Business Manager and Office Manager, the post-holder has the following main duties and responsibilities. This is not intended to be a complete and exhaustive list of all duties and responsibilities attached to the post. It is a description of the role and nature of the job.

Overall Responsibility

To provide a polite, prompt and efficient front of house service to all visitors to the school and to the school community in general, staff and pupils.

Key Responsibilities:

The Receptionist is primarily responsible for coordinating the Academy Reception and is the first point of contact for the Academy community. This includes providing telephone reception and front of house public relations such as responding to enquiries from the community, parents, signing in visitors and special guests and ensuring that staff are aware when an appointment has arrived.

In addition, the receptionist is responsible for dealing with enquiries from pupils in the event of sickness or general enquiries.

The Receptionist is responsible for the reception and waiting areas and is to ensure that they are maintained to a high standard throughout each day. Ensure deliveries made to the office are dealt with efficiently

To act as a first point of contact for visitors to the school

To ensure that safeguarding requirements for visitors are met with reference to the school Single Central Record (SCR)

To answer all incoming phone calls in a polite and efficient manner and transfer to the appropriate member of staff or take messages as required

To monitor and maintain attendance records. To liaise with the Family Support Officer and Office Manager with regards to any pupils who are unwell and make phone calls home to parents as required

To assist with the administration of new starters and leavers

To be responsible for the collation of school lunch orders and provide these to the kitchen in a timely manner.

To provide administrative support to the School Office team; knowledge of Word and Excel are essential and knowledge of SIMS, ParentPay and ClassDojo are desirable.

Health, Safety and Security

Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

Pastoral Care

Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.

Continuing Professional Development – Personal

In conjunction with the Associate Headteacher, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.

Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.

Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Associate Headteacher or the incumbent of the post.

Compiled by: AB	Revision Number
Approved by: Associate Headteacher	Revision Date 11/04/2024