**‘SAFER SCHOOL, SAFER CULTURE’**

**Cardinal Heenan Catholic High School**

“RESPECT, BELIEVE, ACHIEVE.”

**JOB DESCRIPTION**

**JOB TITLE:** Administration Officer - Reception

**RESPONSIBLE TO:** Senior Administration Officer**,** School Business Manager and Senior Leadership Team.

**HOURS OF WORK:** Annualised hours (1560 hours per year). 37½ hours per week during term time, remaining hours to be worked by agreement during school holiday periods / school events

## Rationale

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You will be required to provide and excellent quality standard of administrative practice by supporting the provision and maintenance of administrative systems and procedures. To process accurate and timely information in the delivery of typing, filing, maintaining pupil record administration, database management, processing of telephone calls, communicating with visitors, pupils and staff, and other administrative tasks which support the aims and objectives of the school.

The successful candidate will be committed to promoting the welfare, appropriate development and protection of young people.

## Main duties

* To operate the main switchboard, politely dealing with telephone enquiries, taking messages and relaying them as appropriate.
* To answer and secure an appropriate response to all calls, ensuring positive and accurate communications and providing effective responses or contacts for all callers.
* To assist in providing a full reception service including the signing in/out of visitors and pupils, and the maintenance of accurate visitor records.
* To undertake outgoing and incoming postal duties and the preparation of daily post.
* Responsible for the franking machine, updating cash etc.
* To manage and maintain room booking calendars.
* The accurate, professional, and timely production of documents.
* To provide general administrative support and input of data as required, including undertaking reprographic duties as and when necessary.
* To contribute to the efficient running of the team.
* To attend, contribute to and minute meetings, where required.
* To provide admin support to respective heads of year by production of documentation for meetings, including attendance at parents’ evenings and other key events in the school calendar, as and when required.

* Qualified First Aider provision including the accurate completion of accident records.
* To undertake appropriate training and actively participate in the Performance Management Review process.
* To assume other such responsibilities of a similar level as may be required to ensure the smooth operation of the administration support function.
* This is not a comprehensive list of all tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

**Context**

All staff are part of a whole School team. Each individual is required to support the values and ethos of the School and School priorities as defined in the School Improvement/Development Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy and sometimes pressurised environment. The school’s motto is Respect, Believe, Achieve and this is our explicit commitment to all in our community, both pupils and those who work here. We show due respect to our colleagues for their efforts, we believe in the fundamental importance of their contributions and we are firmly of the opinion that working together we achieve more than we ever could on our own.

**Due to the nature of this job, it will be necessary for the appropriate level of Disclosure and Barring checks to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions, which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the School. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**

**I have read the job description and agree to all of the terms and conditions set out therein. I also agree to comply with all Cardinal Heenan High School’s Policies, Child Protection and Health and Safety regulations. I understand that his job description is not an exhaustive list and I agree, when required, to undertake any reasonable requests made by the headteacher.**

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| This job description has been produced by Jason Asquith, School Business Manager  Signed: Dated: |