

JOB DESCRIPTION			
Role	Administrative Officer – Reception		
Reports to	School Business Leader		
Accountable to	Senior Leadership Team		
Grade	3	Scale Point	5-7
General Purpose	- Strive for excellence. - Provide a warm welcome to all parents, visitors, children, carers and a welcoming environment where everyone is enthused by learning and where the children are eager to come and sad to leave at the end of the day. - Create a stimulating environment that encourages and supports social development. - Promote the highest standards of behaviour as the norm. - Act as a role model for all children.		
Purpose of role	- Under the guidance of senior staff; be responsible for undertaking administrative, financial and organisational processes within the School. - Provide accurate and up to date information and analysis to staff, senior leadership, agencies, parents and children. - Promote the school ethos with all children and the community.		
Specific Responsibilities	Organisation - Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors. - Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc. - Assist in arrangements for school trips, events etc. Administration - Provide general clerical/admin. Support e.g. photocopying, electronic filing, complete standard forms, respond to routine correspondence. - Maintain manual and computerised records/management information systems. - Produce lists/information/data as required e.g. pupils' data. - Undertake typing and word-processing and other IT based tasks. - Take notes at meetings. - Sort and distribute mail. - Undertake administrative procedures. - Maintain and collate pupil reports. - Undertake routine administration of school lettings and other uses of school premises. Resources - Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet). - Maintain stock and supplies, cataloguing and distributing as required. - Operate uniform/snack/other 'shops' within the school. - Provide general advice and guidance to staff, pupils and others. - Undertake general financial administration e.g. processing orders. Responsibilities - Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all		

	concerns to an appropriate person. ▪ Be aware of and support difference and ensure equal opportunities for all. ▪ Contribute to the overall ethos/work/aims of the school. ▪ Appreciate and support the role of other professionals.
Development	▪ Undertake training and development as relevant to the role. ▪ Keep abreast of recent legislation and developments relevant to the role. ▪ Take part in any relevant staff meetings, as and when appropriate.
Other	▪ Develop and encourage positive relationships with children and staff. ▪ Be proactive within the role seeking to develop and maximise the administrative and organisational support to the School. ▪ Work under the direction of the School Business Leader and to undertake any other reasonable duties as may be allocated by the Headteacher, Deputy or Senior Leadership Team.
Green Statement	▪ Seek opportunities for contributing to sustainable development of the borough, in accordance with the council's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.
Data Protection	▪ Be aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this. ▪ Maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.
Confidentiality	▪ Treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.
Equalities	▪ The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.
Customer Care	▪ Able to demonstrate a commitment to the council's Customer Care Policy.
Health and Safety	▪ Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the School Team	▪ Participate in training to be able to demonstrate competence. ▪ Participate in first aid training as required. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Championing the professional integrity of the School service. ▪ Supporting Customer Focus, Best Value and electronic management of processes. ▪ Actively sharing feedback on School policies and interventions.