

## Job Specification

<b>Post</b>	<b>Administrator (Front Desk) – Rugby Free Primary School</b>
<b>Department</b>	Primary School
<b>Reporting to</b>	Head Teacher / Operations Manager
<b>Liaising with</b>	Staff members, pupils, visitors and Parent/Carers
<b>Hours</b>	<p>This is flexible and may be two posts – either:</p> <ul style="list-style-type: none"> <li>37.5 hours per week, 40 weeks per year (£16,469.49 - £19,948.51 Actual) or</li> <li>2 x posts, part time of approx 25 hrs, 40 weeks per year on a AM or PM basis. (£10,979.63 - £13,298.98 Actual)</li> </ul>
<b>Salary</b>	£18,576 - £22,500 FTE

Rugby Free Primary School opened in 2015. As of September 2021, we have a full school of 420 pupils

Our key aims are for all pupils to be given the correct support, teaching and curriculum opportunities they need to achieve their full potential academically, emotionally and socially. We want our pupils to be inspired by their learning and to enjoy school. We also want them to think about others, learn about the world around them and become respectful citizens of society. We want them to leave our school in Year 6 as confident, enthusiastic and motivated learners, ready to take on challenges in secondary education and make the most of opportunities in their lives.

### **Job Description**

#### **Principle Responsibilities:**

##### **Specific Duties & Responsibilities**

- As the 'outward face' of the school to ensure prompt internal and external communication of information as well as ensuring a warm, friendly and approachable attitude at all times.
- Have excellent communication skills. Answering of telephone and directing of calls and information promptly
- Record information correctly and pass on messages promptly
- Checking of visitor identification at the point of school entry and the issuing of relevant safeguarding information
- To set an example of personal integrity professionalism
- Ensure documents are up to date in regard to Fire Drill, School evacuation, grab bags
- Word processing, spreadsheet production, record keeping and filing as required.

- All admissions administration in respect of prospective pupils and parents, to attend visits and parents evenings as required
- Sending emails as required
- Clarifying when information is ambiguous e.g. making sure postal and email addresses are correct
- Update and amend student contact details on BROMCOM as and when required
- Manage the production of the weekly newsletter.
- Manage uniform distribution and creating of invoices on Xero.
- Manage children's medication, ensure that procedures are followed.
- Helping with the enrichment club process including invoicing parents using Xero.
- Train as a paediatric first aider and give first aid to pupils, staff and parents
- Ensuring first aid bags are stocked with the correct medical equipment.
- Liaise with the kitchen regarding daily lunch orders ensuring all dietary requirements are being met. Ensuring dietary lists are constantly updated and relevant.
- Data inputting onto ParentPay and Invoicing lunches to parents
- Organise free school milk and ensure lists are up to date. Creating monthly claims for the Government scheme.
- Involved in managing paperwork for trips & visits, creating medical schedules on residential.
- Occasional need to help on parents evenings/uniform evening events, also to potentially attend school trips.
- Ensure that the office area is tidy and smart
- Team player / proactive, have the ability to multi-task in a very busy office environment.

### **Professional Development**

- To take responsibility for continuing your personal professional development
- To take part, as appropriate, in the Trust professional development programme
- To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence

### **Safeguarding**

- All Rugby Free Primary School staff have a part to play in supporting the school's ethos, understanding pupil safeguarding requirements and promoting the best possible image to parents and prospective parents.
- Staff are encouraged to take a part in whole school development each year
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Attend relevant meetings as required
- Be a warm, approachable and safe adult for all pupils at RFPS.

### **General responsibilities of all Rugby Free Primary School Staff:**

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to adhere to the School's agreed Code of Conduct
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified

*This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.*

*The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown but in consultation with the post holder may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.*

Rugby Free Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

If you feel that you have the necessary skills and attributes to lead the school office and systems and would like to work with a friendly and caring team, please do apply!

To arrange a visit to school or for an informal discussion, please call the Operations Manager, Charlotte Cole on 01788 222088 or email: [office@rugbyfreeprimary.co.uk](mailto:office@rugbyfreeprimary.co.uk)

To apply, please fill in the application using My New Term

We reserve the right to withdraw this vacancy at any time, and may do early for an ideal candidate, so please do apply ASAP

**Closing date for applications: 6<sup>th</sup> July 9am**

**Interview date: 8<sup>th</sup> July**

*Learning Today, Leading Tomorrow (LT2) is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. LT2 is always happy to receive speculative applications from excellent teachers and support staff.*

This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person Specification

Qualifications	Educated to GCSE Grade C in English & Maths (or equivalent) Basic Word Processing qualifications (or equivalent).
Experience	Effective communication skills Word processing experience. Reception, telephonist and clerical experience. Ability to prioritise own workload.
Training	Prepared to undertake training as and when as necessary, especially First Aid, Safeguarding and Software. Willing to attend evening events as and when is necessary
Special Knowledge	Knowledge of Microsoft Word and Excel

Circumstances, attendance and punctuality	<p>Ability to work when the school is open and occasional evening work</p> <p>Excellent history of good attendance and punctuality</p>
Disposition	<p>Aspirational, with the drive and ambition for professional development</p> <p>Work as a member of a team.</p> <p>Friendly, approachable and welcoming</p> <p>Well Organised, flexible and able to work to deadlines</p> <p>High level of accuracy and attention to detail</p> <p>Ability to use initiative and be self-motivated</p> <p>Be able to keep calm under pressure</p> <p>Friendly and warm to pupils, parents and staff</p>
Practical and Intellectual Skills	<p>Effective Keyboard skills.</p> <p>Good spelling and grammar.</p> <p>Excellent verbal &amp; written communication skills.</p>
Legal Requirements	Enhanced DBS Clearance