**Location:** Brookfield Community School, Chatsworth Road, Chesterfield S40 3NS

**Salary:** The Redhill Academy Trust Pay Scale, Band 6 point 29 – 32

**Contract:** Permanent, 14.5 hours per week, 39 weeks per annum (Term Time only)

**Responsible to:** Operations Manager

**Post objective:** To be part of the Main School Office team providing reception and administration support to staff within the school.

**Main Duties and Responsibilities**

• Under the direction of the Operations Manager, provide general clerical support to staff within the School, including typing, photocopying, filing and letter correspondence.

• Answering the main reception switchboard and directing calls as appropriate.

• Provide receptionist duties, welcoming, greeting visitors, parents and contractors to the School ensuring they sign in/out and signposting visitors around the site. Ensuring DBS checks are obtained for the SCR.

• To promptly sort and distribute incoming mail and deliveries.

• Produce the staff and student bulletin and circulate accordingly.

• To co-ordinate and organise the School’s presence around the building – Main notice boards/displays.

• Assisting in arranging school trips/visits, checking venues and transport availability, make and confirm bookings as requested.

• Ordering of goods for departments, whilst maintaining best value.

• Provide specific admin support for SEN reviews, Student Council and Pupil Premium, attending meetings to take minutes and distribute as advised.

• Ensure all external correspondence is franked and prepared for, and be a signatory on deliveries.

• Deputise for the Finance Officer in dealing with parentpay and purchase order enquiries.

• Assist in the administration of Free School Meals.

• Assist in the planning and preparation for parents evenings, open days and presentation/celebration evenings.

**General:**

• Attendance at staff meetings and INSET activities where relevant.

• Assist with the supervision of students outside the classroom, including lunchtime duty. To undertake the role of co-tutor, supporting the tutor and Head of House where suitable. To uphold and actively support the School’s policies and procedures.

• Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

**This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.**