

JOB DESCRIPTION

NAME:

POST: RECEPTION/ADMIN ASSISTANT

RELATIONSHIPS:

The post holder is responsible to the Admin Lead of Nigel Bowes Campus in all matters relating to this post. The post holder will work closely with all administration team members and support them when necessary.

PURPOSE:

Responsible for providing an efficient and confidential administrative service to the Academy, especially to manage all areas of responsibilities in relation to the function and duties of the post of Reception/Admin Assistant as outlined in this job description.

GENERAL ADMINISTRATION TASKS:

- Telephone and reception duties including receiving visitors, answering phone, taking messages and dealing with enquiries.
- To offer tea/ coffee to visitors as required
- To distribute post, purchase stamps, post letters at the end of the day
- To maintain the Centre's diary and booking rooms
- To contact parents and professionals as directed
- To issue and monitor keys to visitors, following all Safeguarding regulations
- To report photocopier/ fax machine faults
- Fire procedures – making call to Fire Brigade/ calling registers during fire procedure supported by Administration team.
- To maintain a tidy reception area and staff room including staffroom notice boards (not cleaning)
- To maintain stationery stock levels
- To maintain supplies of forms, leaflets, etc.
- Accept and transfer pupils via Common Transfer procedure, use of SIMS
- Ensure safe storage of pupil files and registers.
- Archive/ Filing.
- Preparation of timetable of meetings, collating of information to prepare reports, sending documentation out to relevant agencies, minuting meetings, etc.

- To ensure safe storage of pupil files and registers, maintenance and updating of pupil files, record cards and database (sims/ excel)
- Secretarial work including typing
- Filing & photocopying
- To coordinate pupil transport/ bus passes
- To record and monitor dinner monies and entitlement to free school meals
- To devising simple forms
- To maintain staff briefing minutes and ad hoc meetings
- Pupil export for attendance
- To support and mentor other members of the administration team.
- Complying with, promoting and acting in accordance with all Academy and school policies.
- Maintaining consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- Keeping colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- Complying with data protection legislation and expectations for confidentiality.
- Developing your effectiveness in a support role through up-dating your knowledge and skills and seeking and taking account of constructive feedback on your performance.
- Identifying and agreeing personal development objectives with the line manager.
- Making effective use of the development opportunities available to you.
- Promoting and safeguarding the welfare of pupils in your care or that you come into contact with in accordance with the whole school Child Protection Policy.
- Any other duties commensurate with this post as directed by the Admin Lead.

ARRANGEMENTS FOR PERFORMANCE MANAGEMENT

Performance Management will be carried out on an annual basis and be related to the responsibilities outlined on the job description. This is done within the context of the "GROW" coaching model and all staff are expected to use this opportunity to develop professionally in raising standards throughout the school.

The Reception/Admin Assistant will be provided with induction support covering the basics of the job and the context of the work. If appropriate this may be followed by attendance at a structured formal induction course.

The Reception/Admin Assistant will be provided with a school mentor/ line manager or other experienced staff member who can be consulted for guidance.

The Performance Management meeting will evaluate achievements, agree areas for development, set appropriate targets and examine potential training, requirements, changes and actions to be taken.

This job needs to be considered in the context of a changing and evolving Academy and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.

NOTES:

This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.

Signature of

Post Holder: **Date:**

Name of Post Holder:

Signature of Principal: **Date:**

Name of Principal:

**THIS POST IS EXEMPT FROM THE REHABILITATION OF
OFFENDERS ACT 1974**

Outstanding Achievement for All