

Job Description

Post Title:	Receptionist Admin Support
Location:	Rosecliffe Spencer Academy
Salary/Pay Range:	NJC 02 -NJC 6 - <i>depending on experience and qualifications</i>
Hours of work:	<i>Part Time, Permanent. 25 hours per week</i>
Reporting to:	Directly to the Office Manager

Purpose of Role

To appoint an experienced administrator to join our friendly office team to provide reception, clerical and administrative support to the school. **Previous office experience is essential to this role. School experience is desirable.**

Nature and Scope

Working as part of this important team you will be required to carry out the duties mentioned below. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Main Duties and Responsibilities

Specific responsibilities include:

Reception responsibilities

- Welcome visitors
- Safeguarding – check visitor/contractor
 - Sign in
 - Checking ID
 - Checking DBS
 - Issue visitors pass Green – DBS and ID verified. Orange – Parent /carer visitor to be accompanied at all time)
- Answer telephone –
 - disseminating any messages to the relevant people using school system which include email and Microsoft Teams
- Managing late pupil arrivals –
 - signing in on inventory,
 - lunch request update on Relish.
 - Escorting children to their classroom

Health and Safety

- Advise of fire drill procedure

Reception General Duties

- Manage own and admin email account
- Mail in and out
- parent useful information
- Provide parents and carers with information

Other Office Duties

- School communication – School comms, Class Dojo, messaging, and emails
- Management of dinner payments and Relish system using the reports available on school comms, including non-payments and recovery of monies owed
- Update any changes to pupil contact details on SIMS
- Receipt of orders and distribute
- Reprographics
- To support office staff in their duties when necessary,

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name

Signature

Date

Person Specification

	Essential	Desirable
Qualifications and experience		
Good standard of education especially with regard to literacy and numeracy skills.	✓	
GCSE Maths and English grade C or equivalent	✓	
Experience of working in a busy office	✓	
General reception, clerical and administration	✓	
Previous experience in an educational environment		✓
Knowledge and skills		
Ability to work calmly under pressure	✓	
Ability to communicate clearly orally and in writing	✓	
Ability to work collaboratively with others	✓	
Ability to work within school-based systems and specified timelines	✓	
Working knowledge of a range of administration procedures	✓	
Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems		
SIMS management information system		✓
Academy procedures		✓
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓	
A diplomatic and patient approach	✓	
Initiative and ability to prioritise own work and that of others to meet deadlines		
Efficient and meticulous in organisation	✓	
Able to follow direction and work in collaboration with the leadership team	✓	
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	✓	
Ability to evaluate own development needs and those of others and to address them	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the role		

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