



Queen Mary's Grammar School



Job Description and Person Specification

Job Title:	Reception Secretary
Grade / Salary:	NJC SCP 5-9: FTE £19,650 – 21,269 Actual salary: £6,822 – 7,384
Hours:	2 days per week (Thursday & Friday) 15 hours
Purpose of Job: The successful applicant will be responsible for: <ul style="list-style-type: none">• Receiving visitors to the school and managing telephone calls• Providing excellent professional customer service to pupils, parents, staff and visitors• Dealing with a wide range of general administrative and office duties for the School	
Reporting to: Data & Administration Manager	
Main Duties and Responsibilities of the Role (in conjunction with another Reception Secretary): <ul style="list-style-type: none">• Receiving visitors and answering enquiries• Answering telephone calls and emails• Electronic gate – answer and let in visitors• General reception enquiries from pupils / parents / teachers• Sign-in visitors / contractors / MAT students and issue lanyards• Administrative support to Deputy Head and Heads of Year including parents' evening support and administration of the online booking system• Maintain the school "live" calendar on the website• Liaise with Form Tutors re pupil absences, phone calls, parental enquiries etc• Listen to "absence line" and record absences / input on SIMS• Record absences sent via email and acknowledge receipt• Record absence requests due to medical appointments / university visits on SIMS• Input sporting absences on SIMS• Registers – check through on SIMS• Producing absences and lateness reports for HoYs, contacting parents for pupil absence• Input lesson registers (from Cover Supervisors)• Record all pupils in late book and enter onto SIMS• Keeping the pupil database (SIMS) up to date and making routine returns to the LA• Gathering contact information from parents for SIMS and data inputting as required• Updating other information on SIMS as required, including data entry for Year 7 pupils joining the school• Overseeing applications for Entrance Exam and issuing SEN letters / emails• Issue "spare" locker keys / file away returned locker keys – maintain spreadsheet and collect from leavers• Biostore and Visitor ID sign-in• Fire evacuation reports for staff and visitors / lock-down procedures• First port of call for first aid / illness – call first aider and 'phone home / ambulance if necessary• Co-ordinating pupils' medication and checking for expiry dates• Amending information on pupil accidents on software	

- Sale of House badges / community awards
- Lend dinner money to pupils / chase up repayment
- Detentions – record on SIMS & advise parents – send out letters
- Frank and record post, balance post book, take post to post office daily
- Distribute and open school post as appropriate
- Distribute notices and letters to forms and pupils via register folders
- Order Admin Office stationery
- Update and maintain internal telephone list
- Sell QMA / music / drama event tickets and raffle ticket returns
- Produce unexplained absence reports for SLT / HoYs / Form & Group Tutors / update registers of SIMS
- Chase up Unexplained absences – print off Registration Certificates and send letters to parents
- “Lates” detentions – print detention form and Registration Certificate, update SIMS, advise parents
- “Extended lates” detentions (20+ lates) letter to parents / Registrations Certificates / update SIMS
- Produce Official Register Report – print and file
- General clerical work, filing and photocopying

General Responsibilities:

To play a role, under the overall direction of the Headmaster, in:

- creating a School environment with an outstanding care and guidance of, and for, all members of the School community;
- contributing to the overall ethos and high academic achievement of the School;
- supporting outstanding teaching and learning, achievement and behaviour across the School.

This includes:

- being an active member of the School community who is passionate about ensuring an excellent standard of teaching and learning;
- providing a flexible service that adapts to the changing needs of the School community and responds to day-to-day situations as they arise;
- ensuring that a proactive customer service approach is adopted in all tasks undertaken;
- ensuring that the School community has the right information at the right time to enable an excellent service;
- contributing to the ethos of the School by participating in and leading on enrichment activities;
- taking on relevant responsibilities that are both essential or add value to the School community
- being aware and alert to the care of each child in the School, monitoring as appropriate and raising concerns when they appear;
- being a professional role model with a clear understanding of tolerance and the importance of diversity;
- developing positive and collaborative working relationships with, and between staff to provide them with appropriate support and guidance in achieving the school’s priorities and targets;
- attending and participating in meetings, as required;
- regularly reviewing own practice, setting personal objectives and taking responsibility for self-development;

- consistently enhancing knowledge of educational initiatives, information and communications technologies and developments in relation to your role utilising self-directed learning;
- managing own workload and that of others to allow an appropriate work / home life balance;
- attending out-of-school-hours events, as directed by the Headmaster, Line Manager or another member of the Senior Leadership Team;
- undertaking any other professional duties reasonably delegated by the Headmaster, Line Manager or another member of the Senior Leadership Team.

Other requirements:

- to be aware of all Safeguarding and Child Protection updates, as well as the need for data protection compliance at all times;
- to carry out your responsibilities at all times with due regard to the organisation and arrangements for Health and Safety at Work (including the preparation of Risk Assessments);
- to carry out your duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment;

Person Specification:

Personal Qualities and Professional Relationships:

- To have a positive and motivated approach to work;
- To have an excellent customer service approach
- To be able to work in a supportive and patient manner with all pupils and students;
- To be flexible and approachable;
- To be resilient and calm under pressure;
- To have excellent administration and time management skills;
- To proactively engage with pupils and students and have presence in order to maintain excellent standards of behaviour;
- To be able to establish and develop good relationships with all involved in the School community, working well within different teams;
- To demonstrate a flexible approach to work and changing priorities;

Skills:

- To be competent in the use of ICT and data entry;
- To have excellent communication skills, both oral and written;
- To have experience of communicating with people at all levels across an organisation.

Operational experience:

- To have experience of working with and supporting young people;
- To have experience of working in a busy Reception;
- To have experience of using management information systems and/or online systems.

Other:

- To have an understanding and willingness to be involved in School enrichment activities;
- To have an understanding of the School environment and priorities for learning.

Please return completed application forms to s-sahota@qmgs.walsall.sch.uk

Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.

