

## Job Description

**Post Title:** Receptionist/Admin Support

**Location:** Fairfield Spencer Academy

**Salary/Pay Range:** NJC3 (2 point range NJC3 - NJC4)

**Hours of work:** 22.5 hours per week (Wednesday, Thursday & Friday 8.15am – 4.15pm)

**Reporting to:** Office Manager and Principal

### Purpose of Role

To provide reception, clerical, administrative and financial support to the school.

### Nature and Scope

### Main Duties and Responsibilities

Working as part of this busy and important team you will be required to carry out the following duties. 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:

#### Reception

1. To receive and welcome all visitors to the school in a friendly and professional manner.
2. Process ID checks for all visitors in accordance with the Trust safeguarding procedures ensuring that everyone is signed in and out wearing appropriate identification.
3. To seek to ensure the safety and welfare of pupils by being aware of unexpected visitors and reporting to senior management team any concerns.
4. To ensure that all queries, either in person or by telephone are dealt with efficiently and appropriately.
5. To ensure the school Reception area is kept tidy at all times.

#### Administration

1. To ensure that all administrative procedures are followed
2. To receive and process incoming and outgoing emails and post.
3. Operate and maintain relevant equipment and ICT software packages eg; SIMs, Word, Excel, Email, Teachers2Parents texting service, Relish, Schoolmoney, CoolMilk and Visitor Pod
4. To ensure all procedures are correctly followed for recording of medications given, including completion of forms by parents/carers.
5. To record all necessary incidents on our safeguarding system (CPOMS).
6. Operate reprographic equipment in order to provide an efficient service in accordance with school policy and arrange servicing when required.
7. Carry out Administration duties as directed by the Principal, Office Manager and Senior Leadership Team.
8. Comply with Equal Opportunities Policy and the Health and Safety Policy and Legislation in the performance of the duties of the post.
9. To undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

### **Pupil Support**

1. To be responsible for the daily attendance register using SIMs
2. To be responsible for maintaining our dinner system (Relish) and helping with debt management for school dinners.
3. To work closely with our wrap-around school care provider with any queries and support with any marketing matters.
4. Maintaining and updating pupil records as required using SIMs
5. Ensure that pupils arriving late and those leaving early are recorded in accordance with school policy.
6. To ensure all events and concerts run smoothly with parents signing in for monitoring purposes.
7. Maintaining our school shop on Schoolmoney.
8. Maintaining and updating our VisitorPod.

### **General**

1. Work in a professional manner and with integrity and maintain confidentiality of records and information
2. Act in accordance with all school policies and procedures and relevant legislation, particularly in relation to child protection, health and safety and behaviour management.
3. To understand your shared responsibility for the health, safety and welfare of all pupils and staff.
4. Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
5. Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
6. Participate in the Trust Appraisal process and undertake professional development as required.
7. Adhere to all internal and external deadlines.
8. 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.

### **Additional Information**

**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.**

