

Job Description

Post Title	Receptionist & Administration Assistant
Grade	Grade 3
Location	Oldfleet Primary School
Reporting to	Finance & Administration Manager

Purpose of Role

To provide a professional response to telephone, email and face to face queries, referring matters on as necessary to the appropriate team members. To provide general day to day clerical and administrative support as a member of the school's administration team, as directed and under the supervision of the Finance & Administration Manager.

Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. Ensure that all visitors sign in and are issued with a badge and where necessary requesting proof of identity.
3. To undertake a range of clerical and general office duties including filing, photocopying, maintenance of both paper and electronic filing and record systems and other clerical support to assist in the efficient operation of the school.
4. To let students and visitors onto the Site and into the building in line with Safeguarding checks.
5. Assist with welfare duties, looking after sick pupils, liaising with parents/staff etc
6. To provide a comprehensive administrative support to the Finance & Administration Manager e.g. photocopying, filing, printing, laminating, completing standard forms, responding to routine correspondence and sorting and distributing mail.
7. To update and maintain records in line with GDPR regulations.
8. To maintain and collate pupil records and maintain the Management Information System.
9. To assist parents in the use of school systems e.g. Arbor.
10. To deal with all school deliveries in line with Thrive finance policy with guidance from the Finance & Administration Manager.
11. Dealing quickly and sympathetically with student enquiries and needs as necessary.
12. To care for sick students and under agreed Academy procedures to give first aid/medicine where necessary and contacting parents as appropriate.
13. To provide day to day support with the attendance function supporting the Attendance and Family Liaison Support officer including developing effective working relationships with parents and carers.
14. Any other duties of a similar nature or level as requested by the Headteacher and/or Finance and Administration Manager.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children.

Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	None

		E	D	How Identified
Qualifications	NVQ level 2 or equivalent or experience in relevant discipline	✓		AF, CQ
	First Aid Qualification		✓	AF, CQ
Relevant Experience	Experience of working in a reception/customer facing environment	✓		AF, I
Skills & Abilities	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		AF, I
	The ability to work independently and use initiative			AF, I
	Basic IT skills, including the use of Excel, Google Documents, Gmail	✓		AF, CQ
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional effective working relationships with parents, children , colleagues and other agencies who work with the school	✓		AF, I
	Excellent communication skills	✓		AF, I
Written Skills	The post holder should have a good standard of literacy and numeracy.			AF, I, CQ
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)