

## Job Description

**Post Title:** Receptionist and Administrative Assistant

**Location:** Sunnyside Spencer Academy

**Salary/Pay Range:** NJC2-6

**Hours of work:** 37 hours per week, term time only

**Reporting to:** Office Manager

### Purpose of Role

To provide clerical, administrative and financial support to the school

### Main Duties and Responsibilities

Working as part of this 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

- To receive and welcome all visitors to the school in a friendly and professional manner.
- ID checks for all visitors in accordance with the schools safeguarding procedures ensuring that everyone is signed in and out and wearing appropriate identification.
- To seek to ensure the safety and welfare of pupils by being aware of unexpected visitors and reporting to senior management team any concerns.
- To ensure that all queries, either in person or by telephone are dealt with swiftly and appropriately.
- To keep display material up to date in the office, reception area and library.

### Administration

- Generation of orders, receiving and checking off of goods, stocktaking and processing invoices for payment.
- Administration of school milk, dinner monies, extended schools, uniform and other monies related to school matters including reconciliation and banking as required.
- Monitor school budgets, manage subscriptions, finance/credit card reconciliation and liaise with the Principal and Finance Team when required.
- School trip organisation including sourcing prices, booking venues/transport, collating consent forms and monitoring for payments.

March 2024

- To maintain the school diary and ensure rooms are not overbooked.
- To check school emails every morning and then regularly thereafter during the day and forward messages to appropriate staff.
- Receipt and distribution of incoming mail.
- Ensure school website, events calendar and our social media is kept up to date.
- Create parent weekly newsletter/letters and distribute accordingly.
- To provide clerical support for the Principal and staff including word processing, photocopying and creating advertising (posters) for events as required
- Fire Officer: to follow school procedures in event of an emergency.
- First Aid Officer: Maintain medication records to ensure all medication held in school is in date, administering medication and general first aid as required.
- To undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
- Booking staff training, diarising and advising staff.
- To Create, organise and manage events such as Summer and Winter School Fairs
- Ensure that pupils arriving late and those leaving early are recorded in accordance with school policy

### **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 Health and Safety and Safeguarding
- Participate in the Trust Appraisal 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 may be 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.

**Name of Postholder:** .....

**Signature:** .....

**Date:** .....

**Person Specification**

	Essential	Desirable
<b>Qualifications and experience</b>		
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 experience	✓	
Previous experience in an educational environment		✓
Experience in using SIMS		✓
Experience in cash handling and reconciliation		✓
<b>Knowledge and skills</b>		
Ability to work calmly under pressure and meet deadlines	✓	
Ability to communicate clearly orally and in writing at all levels to a variety of audiences e.g. pupils, parents, staff, visitors.	✓	
Good telephone and interpersonal skills	✓	
Ability to work collaboratively with others	✓	
Ability to work on own initiative to resolve issues and problems that arise	✓	
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	✓	
<b>Personal qualities</b>		
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 Trust's ethos, aims and whole community.	✓	
Committed to flexible working practices and willingness to go that "extra mile"	✓	
Suitability to work with children	✓	
Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with.	✓	
Not barred from working with children	✓	