## Job Description for the Post of Receptionist / Administrator, Brantridge School

---

***Job Purpose:***

To provide effective, confidential and comprehensive administrative support to the School Office Manager, to ensure the smooth and efficient running of the school office. Under the management of the School Office Manager be responsible for the day-to-day organisation and administration of the school office and it's procedures. Delivering the support and service in a proactive, thorough, methodical, and creative manner and offering a professional and reliable hub for the school.

***Key Responsibilities:***

- Receive all visitors, callers and inquiries, deal courteously and efficiently with all visitors, parents, local authority officials, medical officers, suppliers etc.
- To deal effectively with telephone calls, transferring callers to relevant staff and taking and passing on messages when required
- Receive all incoming calls and emails to the school, responding, and routing/taking messages. Obtain or make outgoing calls as requested
- To ensure the reception area remains tidy, and that literature and forms are updated and replenished as necessary
- To monitor main entrance and reception area
- To ensure visitors, agency staff and contractors sign in, issuing passes to visitors with reference to the school's child protection policy
- Communicate and contact parents using email and telephone
- Responsible for the provisions and providing refreshments as appropriate to visitors
- To be aware and support the school's (OHCAT) commitment to equal opportunities. To ensure a commitment to equal opportunities in as all aspects of practice
- Produce letters, reports, flyers and notices etc as required
- To monitor the school email account, responding to enquiries or forwarding messages to the correct recipient as required
- To open and distribute incoming mail
- Distribution of outgoing letters, newsletters, leaflets etc
- Duplicating/photocopying of school correspondence, filing and any other administrative tasks in the primary school office as directed
- Responsible for the provisions and providing refreshments as appropriate to visitors
- Stamp and post outgoing mail
- Keep all filing up to date
- Any other general admin duties

***Other***

- To promote Equality and Diversity in all aspects of work.
- To co-operate with the promotion and maintenance of a safe and healthy working environment and own health and safety.
- To promote and consistently exemplifying both internally and externally the values and behaviours of OHCAT.
- To carry out all duties in accordance with OHCAT's policies and procedures
- To carry out other such similar duties that may be reasonably required, by Principal and Regional Lead SAS HUB.

***Additional notes***

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities
- This job description is not exhaustive and you may be asked to carry out other duties commensurate with the role.

## *Person Specification for the Post of* Pupil Support, Brantridge School

---

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

| ***Area*** | ***Requirements*** | ***Essential/Desirable*** |
|---|---|---|
| ***Qualifications*** | GCSEs (or equivalent) in English and Maths at Grade C/4 or above. | Essential |
| ***Experience*** | Experience of working in a school office environment. | Essential |
| | Experience of administration and Microsoft office. | Essential |
| | Experience of working collaboratively as part of a team. | Essential |
| | Experience of working in a special school, alternative provision or SEMH setting. | Desirable |
| ***Skills & Abilities*** | Ability to work constructively as part of a team | Essential |
| | Ability to communication effectively with a range of people. | Essential |
| | Excellent listening skills and the ability to follow instructions. | Essential |
| | Well organised and practical, flexible approach and ability to remain calm under pressure. | Essential |
| | Ability to work constructively as part of a team | Essential |
| | Ability to communication effectively with a range of people. | Essential |
| | Excellent listening skills and the ability to follow instructions. | Essential |
| ***Personal Attributes*** | Patient and resilient | Essential |
| | Commitment to promoting pupils' wellbeing, engagement and positive behaviour. | Essential |
| | Caring and positive nature. | |
| | Flexible and adaptable. | Essential |
| | Prompt and reliable | |
| | Professional, reliable and able to maintain confidentiality. | Essential |
| | Commitment to safeguarding and promoting the welfare of children and young people. | Essential |

*Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.*

*Orchard Hill College & Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*