**Location:** Colonel Frank Seely Academy, Calverton, Nottingham, NG14 6JZ

**Salary:** Redhill Academy Trust Pay Scale, Band 6, Scale Points 28 - 32

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

**Responsible to:** Office Manager / PA to the Headteacher

**Post objective:** To be part of the Main School Office team providing reception and administrative support to staff within the Academy.

Main Duties and Responsibilities:

* Under the direction of the Office Manager/PA to the Headteacher, provide general clerical support to staff within the Academy, including typing, photocopying, filing and letter correspondence.
* Answering the main reception switchboard and directing calls as appropriate.
* Using SIMS and ClassCharts, assist the Office Manager/PA to the Headteacher in the accurate record-keeping of student information.
* Provide receptionist duties, welcoming and greeting visitors, parents, contractors to the Academy and signposting visitors around the Academy site.
* Support the Office team in ensuring all external correspondence is franked and prepared for posting and be a signatory for deliveries as required.
* Undertake order processing for the school administrative function and maintain appropriate records to ensure that stock levels are maintained, non-routine items are procured when necessary and invoices are checked and passed on to the Office Manager/PA to the Headteacher for authorisation.
* Receive and arrange distribution of deliveries and goods filing delivery notes as appropriate.
* Undertake duties, especially relating to school lockers, and maintain appropriate records for the School Shop including stocktaking duties
* Maintain manual and electronic indexes, filing and information storage and retrieval systems to record, process and report information.
* Process, format and assemble documents, records, information and data as required including updating pupil records from Emergency Contact Forms through SIMS
* Assist First Aider/Attendance Officer by liaising after unwell pupils, liaising with parents/staff/carers etc.
* Take bookings for rooms/lettings, administrate bookings and keep a lettings diary. Liaise with both cleaners/site staff and with catering team regarding room/hospitality requirements. Prepare monthly report to ensure invoicing can take place.

General

* Assist with the supervision of students outside the classroom, including break duty and accompanying staff and through the centre On-Call systems
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the academy
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as appropriate.
* Participate in training and other learning activities and performance development as required.
* Attendance at staff meetings and INSET activities where relevant.
* To uphold and actively support the Academy’s policies and procedures.
* Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

This role involves working in regulated activity with children and an Enhanced DBS Clearance is required for this role.