

## Job Description

<b>Title of post</b>	<b>Receptionist &amp; Administrator</b>
<b>Salary</b>	Grade C/D SCP04 – SCP06
<b>Hours of work</b>	37 hours per week. Monday – Thursday 8.30am until 4.30pm, Friday 8.30am until 4pm. Term time only plus 5 training days.
<b>Line manager and responsible for reviews</b>	Headteacher and Senior Administrator

### Purpose of the Post

Northern Star Academies Trust seek to recruit the very best people to work across our Trust Partnership.

### Professional Responsibilities for all Associate Staff:

- Work within the NSAT Conditions of Service
- Support and promote the ethos, policies and development plan of the Academy/Trust
- Take part in performance management procedures within the Academy/Trust
- Attend and contribute to appropriate professional development meetings and training activities.
- Undertake whatever other duties might reasonably be requested by the Headteacher or Line Manager subject to appropriate competence and training.

### Overall Responsibility:

- Under the guidance of senior staff, be responsible for undertaking administrative and organisational processes within the school.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

### Main Duties/Responsibilities

#### Administration

- To undertake reception duties, answering routine telephone, face-to-face enquiries and signing in visitors.
- To assist with pupil first aid and welfare, liaising with parents re health care plans and medication, staff etc.
- Assist with arrangements for school trips events etc.
- Assist Senior Administrator with completion and submission of complex forms, returns etc including those to outside agencies e.g. DfE, Census
- Keep accurate records with regards to FSM, UIFSM, attendance monitoring
- Administration of admissions/ leavers to include updating and maintaining records.
- Provide general clerical/admin support e.g. photocopying, filing complete standard forms, and respond to routine correspondence, drafting and writing letters on behalf of the Headteacher.
- Arrange refreshments/hospitality for meetings.

- Use Arbor to send notifications and correspondence to parents / carers.
- Maintain manual and computerised records/ management information systems.
- Maintain stocks and supplies, cataloguing and distributing as required.
- Provide general advice and guidance to staff, pupils and others.
- Show prospective parents – tour round school.
- Liaise with the Estates Manager for school maintenance and repairs with contractors visiting site.

## Finance

- Add orders to finance system and deal with suppliers to resolve queries, deliveries etc and receiving goods.
- Use Arbor to set-up payment for trips, etc
- To assist in the preparation for audits.
- To ensure good practice in procurement ensuring best value
- Supporting central finance team.

## HR

- Assist in the induction of new employees.
- Liaise with the Hub Business Leader and Senior Administrator on staffing and payroll issues.
- Manage all day-to-day personnel administration:
  - Complying with DBS regulations, Single Central Record, Asylum and Immigration Act, Data Protection and Equal Opportunities.
  - Ensuring staff information (staff lists, organisation charts, are up-to-date and accurate).
- Support the Hub Business Leader, and SLT / Central HR with the recruitment process from advertising, job descriptions / dealing with applications, shortlisting, arranging interviews, seeking references etc.
- Add staff absences to Every.
- Undertake procedures with relation to sickness absence and LOA requests.
- Assist the Hub Business Leader and Headteacher with any staff contract changes and liaise with the central HR team on any changes to contracts or payroll related amendments.

## Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policy on equality and diversity.
- To contribute to the overall ethos/aims of the school.
- To appreciate and support the roles of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training opportunities and professional development as required.
- Undertake similar clerical duties commensurate with the level of the post as required by the Headteacher.

## Intermediate Threshold Fluency Duty Required:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For



this role the post holder is required to meet the Intermediate Threshold Level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously with minimum effort.
- Explain difficult concepts simply without hindering the natural smooth flow of language.

Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school.

*This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.*