



Job Description

Designation of Postholder: Secondary Receptionist/Administrator
Campus/ Phase: Greenwich Peninsula Campus, Secondary Phase
Grade: Scale 3
Hours: 35

Duties of Post:

To be responsible to the Principal, Federation Executive Co-Headteachers and School Business Manager maintaining at all times strict confidentiality in all aspects of the position. Under the guidance of senior staff: be responsible for undertaking administrative, financial and organisational processes within the school.

Key Responsibilities

SIMs

- Input new pupil information onto SIMS
- Regularly update FSM information, SEN details and exclusions.
- Produce weekly registers from SIMS
- To make full use of the computer aided administration systems available in the school and specifically to input data to computerised systems in accordance with agreed procedures and to interrogate and update the systems (SIMS.net).

IT and Admin Support for Leaders

- Maintain manual and computerised records/management information systems.
- Undertake typing, word-processing and other IT based tasks.
- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete standard forms.
- To operate relevant equipment/ICT packages (e.g. Word, Excel, databases, spreadsheets, and internet).
- Letter & Document writing: Assist School Leaders in preparation of written documents to parents, governors and agencies, distribute as appropriate via hard copy or email

Admissions

- Provide prospective new parents with New Parent Packs and relevant Admission Forms
- Ensure any admissions paperwork is passed onto the Admissions Officer as soon as possible.
- To know all information that is available on the school website in order to advise parents re: deadlines, forms to complete and the general process.

Attendance

- Support attendance and student welfare in Inputting daily pupil attendance figures
- Support Student Welfare in attendance matters when required e.g. calling parents, recording reasons for absence, issuing letters (as instructed by the Leadership Team).

General

- Welcome visitors and ensure signing in procedure/visitor pass are administered
- Deal with incoming telephone calls and direct as necessary

- Manage parental queries – face to face or on the telephone
- Check emails, texts and voicemail regularly for parent contact
- Support parents with Schoolcomms and Satchel queries.
- Text/ email parent/ carers as necessary
- Open, date stamp and distribute post
- Prepare outgoing post for postage.
- Support in distributing new Parent Packs
- Provide kitchen with daily pupil numbers.
- To support the Welfare desk if necessary, with pupil first aid, looking after sick pupils, liaising with parents/staff etc. and help maintain the school's records on first aid.
- Monitor/collate photograph orders/money
- Enquire with Exec Co- Headteachers PA if car parking permit available for visitors and book when needed.
- Provide refreshments for visitors and meetings
- Support teachers in arranging and booking school trips and travel
- Produce weekly numbers for kitchen
- Support student welfare in Accident Reporting on iTrent & HSE website.
- When requested, produce statistics/reports for SLT.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post

Other Duties:

- Any other duties as directed by the Exec Co-Headteacher, Principal, Senior Leaders or School Business Manager
- To carry out the duties and responsibilities of the post in compliance with the Federation's Equal Opportunities Policy
- To maintain strict confidentiality at all times and observe General Data Protection Regulations (GDPR) when dealing with personal information where appropriate
- To promote the safeguarding of children
- Observe all Federation practices relating to child protection, security, fire and emergency and Health and Safety
- To understand and comply with all relevant Federation policies
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post
- Participate in in-service training as appropriate to role
- To cover for absent colleagues and undertake other duties commensurate with the grade
- To uphold the Christian values and support the Christian ethos within the federation of schools

A flexible attitude to working hours is necessary as the post holder will sometimes be required to work additional hours when the pressure of work necessitates it and for events such as open evenings.