

Job Description – School Receptionist and Admin Support

Terms & Conditions: Pay Scale/ Grade: Post term: Hours:	Support Staff UL Support, ABM1 Permanent 12 hours – Mon to Thursday – 1pm to 4pm (7.5 hours a day), Term time only Plus Inset Days (39 weeks)
Responsible to: Line Managing: Work Base:	Executive Business Manager N/A Pegasus School

Job Purpose - Under the instruction/guidance of senior staff: provide administrative support to the school and respond to reception visitor demands.

Key Task - Administration

- Undertake reception duties, answering routine telephone and face-to-face enquiries and signing in visitors.
- Provide routine clerical support e.g. photocopying, filing, emailing, complete routine forms.
- Maintain manual and computerised records/management information systems.
- Undertake typing, word-processing and other IT based tasks.
- Sort and distribute mail.
- Manage school office email and parental communications e.g. weekly newsletter.
- Manage school website.
- PA for Headteacher when required.
- Administrative support for SEND team.

Key Task - Resources

- Operate office equipment e.g. photocopier, computer.
- Arrange orderly and secure storage of supplies.

Key Tasks - Responsibilities

- 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.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Key Tasks – Health & Safety

- Co-operate with health and safety requirements.
- Report all defects and hazards to the member of staff responsible for this in your school.
- Complete the action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts. Inform employer of any “Near-Misses”.
- Be familiar with the emergency action plans for fire, first aid, bomb security and off-site issues.

Key Tasks - Other

- Demonstrate a deep commitment to safeguarding and promoting the welfare of children and follow all associated child protection and safeguarding policies of the school.
- Be aware of, and comply with, policies relating to Child Protection, Health & Safety, Equal Opportunities and Confidentiality as well as general staff procedures.
- To contribute to the overall vision, ethos and work of the school.
- To be an excellent role model for staff and to observe all relevant policies and practice.
- Maintain confidential and professional conduct at all times.
- Carry out any other reasonable request of the Headteacher.
- Demonstrate a commitment to professional development including active participation in the appraisal process and any relevant further training.
- Appreciate and support the role of other professionals.

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's Policies & Procedures.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified not mentioned in the above.
- To comply with the Academy's procedures concerning safeguarding and to ensure that training is accessed.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title

I confirm that I have read and understood the details contained within this job description.

I understand that by signing this document, I agree to the terms and conditions contained within it.

Signed

Print Name

Dated

Person Specification - School Receptionist and Admin Support

Pegasus School is committed to safeguarding the welfare of children and young people and expect all staff and volunteers to share this commitment

	Essential	Desirable
Qualifications Criteria	<ul style="list-style-type: none"> ● Good numeracy/literacy skills GCSE C or above ● Excellent IT skills and experience especially in Excel and word 	<ul style="list-style-type: none"> ● Administration qualifications e.g. <i>Business and Admin L3</i>
Experience	<ul style="list-style-type: none"> ● General clerical/administrative work 	<ul style="list-style-type: none"> ● Working in schools or other educational institution
Knowledge & Skills	<ul style="list-style-type: none"> ● Good understanding and ability to use relevant technology e.g. photocopier ● Keyboard/computer skills ● Participate in development and training opportunities ● Ability to relate well to children and adults ● Work constructively as part of a team, understanding school roles and responsibilities and your own position within these ● Excellent communication skills 	<ul style="list-style-type: none"> ● Appropriate knowledge of first aid ● Website systems
Personal attributes	<ul style="list-style-type: none"> ● Resilience, the ability to work under pressure and be able to meet deadlines ● Proven ability to priorities ● Willingness to undertake further training, particularly with regard to the SEND function of the school 	
Other	<ul style="list-style-type: none"> ● Pegasus School takes safeguarding children seriously and the successful applicant will have to undergo a DBS check and references will be required in line with our Child Protection and Safeguarding Policy 	