

Job Description

Job title: Receptionist (Apprentice)
Reports to: Office Manager
Location: Dartford Primary Academy

Dartford Primary Academy places learning at the centre of every endeavour. Each member of the school community, through their actions, seeks to promote positive and effective learning for all.

Job Summary

- Ensure the effective operation of all aspects of the main school office, reception and wider school as directed by the Office manager to provide administrative support.
- To proactively support the development of the Management information system (BROMCOM) and ensure full report functionality is in place.
- To promote the school in a positive manner at all times to staff, pupils and visitors in order to develop marketing and business links.
- To support the Senior Management Team in a variety of tasks as required. The role encompasses generic administration, nursery and reception administration.
- Applicants must have English and maths at GCSE, grades C/4 or equivalent.
- This role will be supported by the Level 3 Business Administration Apprenticeship and will be delivered by LAT Apprenticeships. This is an 18 month programme.

Main duties and responsibilities

General admin

- Answering calls and parental communication in a sensitive and positive way
- Managing post - both internal and external
- Ensuring all messages get to staff as required
- Managing the front office - receiving visitors and ensure sign in and safe to enter the building
- Photocopying as required
- Maintaining the office high office standards
- All reasonable administrative duties to support staff and the VP

Management of Data & systems

- To manage and develop Management Information System - BROMCOM
- Management of the data analysis systems such as the Laser etc
- To complete all statutory data returns, including School Census in conjunction with the VP (ensuring that government databases and external data is sent on time)
- To liaise with the Trust HR Department on the completion of the School Workforce Census
- To manage the efficient transfer of data in readiness for the beginning of each new academic year
- To develop and produce general reports, including data analysis and manipulation as requested by the Senior Leadership Team, utilising excel, and other relevant software packages to provide quality data analysis and allow internal checking of data
- To troubleshoot issues relating to the Management Information System, escalating any unresolvable issues to the Bromcom helpdesk
- To manage the production and development of modular assessment analysis including ensuring the readiness of data, chasing missing grades and resolving related issues

- Ensuring that the data validation is conducted in relation to external examinations, via data checking
- Obtain EYFS, phonics, KS1/2 data for new students
- Roll over of data to the next academic year
- Produce logins for new staff for bromcom and other systems as appropriate, remove old staff
- Attend data meetings with other data managers, and Laser meetings with SLT
- Ensuring that GDPR is up to date

Marketing and External communications

- Assist the Senior Leadership Team (SLT) by typing correspondence and assisting with the administration for open events, organising the Admin Team support for Open Evenings and other main academy functions.
- Organising and attending marketing events at Village Halls, Sales Offices, Schools, Toddler groups where necessary
- Monitor and promote the academy in local publications and platforms.
- Act as press liaison officer. Build up a relationship with local press in order to ensure the academy receives a high profile within the local community such as running good news stories.
- To be responsible for the compilation of the content of the School Prospectus. Liaise with the graphic designer and Principal to ensure a professional document is published. Ensure all drafts are proofread and amendments are made.
- Work with the Trust IT Team to produce marketing material such as leaflets, banners, posters, etc.
- Be responsible for overseeing the academy website and social media pages and content. Ensure all information published is accurate and up to date. Source information to be placed on the website to make it interesting for all stakeholders e.g. 'Latest News and weekly blogs'.
- Maintain the administrative information side of the school website
- Oversee and be responsible for the academy newsletter.
- Work with social media leads ensure our platforms are up to date and engaging
- Manage the contents of both blogs and ensure a weekly update is uploaded onto the website for each.
- Maintain a marketing calendar and ensure key staff are informed and updated of key deadlines

Academy Ethos

- To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- Support the academy in meeting its legal requirements for worship
- Promote actively the academy's corporate policies
- Comply with the academy's health and safety policy and undertake risk assessments as appropriate.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.