

JOB DESCRIPTION & PERSON SPECIFICATION

Section: Administration	Reports to: Head of Campus
Job Title: Receptionist Bierton Hill Campus	
Working Pattern: 37 hours per week	Weeks per annum: 39

PURPOSE OF JOB

To manage the day-to-day running of all aspects of Reception administration, in an effective and efficient manner.

To organise and prioritise your workload to ensure that our students maximise their potential through the provision of a high quality administrative service.

To present the Academy in a positive light by being hospitable, courteous and helpful to all visitors, staff and students.

MAIN DUTIES AND RESPONSIBILITIES -

To ensure the provision of general administrative services:

- Support the Head of Campus and staff team with the administrative workload.
- Provide a welcoming and professional reception service. Respond immediately to all visitors and telephone calls to the school.
- Treat all parents and visitors courteously and professionally, ensuring they have the appropriate security checks. Advise HR Team of any relevant information to be included in the Single Central Register.
- Ensure the efficient and effective transfer of information in relation to sickness absence, payroll, attendance, finance etc.
- Deal with emails and internal and external post and deliveries.
- Maintain confidentiality.
- Maintain the campus diary.
- Maintain campus stationery and postage supplies and undertake regular stock checks.
- Responsible for ad-hoc school shopping requirements

- Co-ordinate/schedule meetings and refreshments, liaising with colleagues, parents, education support services and other agencies as appropriate.
- Responsible for the site Inventory system – producing reports as required.
- Provide accurate reporting of student data as required.
- Produce and distribute information to staff, parents and students.
- Apply the Academy's policies and provide reports as required.
- Work closely with the HR Administrator to facilitate the smooth transfer of information between campuses.
- Assist with reception cover across the Wendover and Prestwood sites as required.

SIMS/CPOMs student database:

- Administer the campus attendance system for students, liaising with the transport manager, parents and Support Lead as necessary.
- Support the Head of Campus and Data Manager in the collation and maintenance of data.
- Update CPOMs with all attendance issues and absences, run reports as directed by SWAM.
- Ensure that all documentation relating to new admissions and leavers is complete.
- Provide accurate reporting of student data as required.
- Ensure that all data is handled in accordance with GDPR.

To provide a Financial support service:

- Issue petty cash, ensuring authenticity of receipts and following rules laid down in 'Office Procedures'.
- Sign for goods on arrival and pass the delivery note/invoice and goods to the budget holder for formal checking against the order.

To provide an HR Officer/Exams Officer support service:

- Ensure all relevant Return from Suspension paperwork is completed and forwarded to HR Officer/HR Administrator.
- Assist the Academy's HR Officer.
- Assist the Exams Officer with scanning/photocopying and preparing rooms.

MAIN DUTIES AND RESPONSIBILITIES - OTHER

To promote the safeguarding of children. Chiltern Way Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

To work within and encourage the Academy's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.

Contribute to the overall aims and targets of the Academy, appreciate and support the roles of other members of staff.

To carry out duties in accordance with the Academy's values, mission and vision.

Attend INSET, appropriate training and relevant meetings as required and participate in the Academy's performance management process.

Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the Academy in health and safety matters.

PERSON SPECIFICATION		
Factors	Essential	Desirable
Qualifications	5 GCSEs (including English & Maths)	
Experience	Administration experience Reception experience	Experience working in a school office
Knowledge & skills	Excellent organisational skills Competent in the use of Microsoft Word and Excel Effective and clear communication skills Good literacy and numeracy skills Accuracy and attention to detail Time management skills	Able to use a range of ICT packages Able to produce and present reports in a logical, clear and concise format
Personal qualities	A professional and welcoming manner High level of integrity and confidentiality Operates with patience and tact Ability to get on well with all types of people Able to work under pressure and meet deadlines Flexible and adaptable Motivated and pro-active Works well as part of a team	

Note: The JD is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Head of Campus, without changing their general character or the level of responsibility entailed.

Signature Line Manager:

Date:.....

Signature Job Holder:.....

Date:.....