

AAT RECEPTIONIST / ADMINISTRATOR

Location:	Gateway Centre - Twickenham
Post title:	AAT Receptionist / Administrator – Gateway
Contract:	Permanent
Grade:	NJC 12-15
Hours of duty:	20 hours per week, 38 weeks per year.
Reports to:	Finance Director and Head of Centre
Collaborates with:	Trust Pupil Administration Trust HR Administration

Reception

- To manage the school reception, dealing with enquiries and visitors to the school.
- Liaise with TS reception with regards to visitors, access, deliveries.
- Collect visitors from TS reception and escort them back
- Provide information and assistance on a wide variety of school matters to parents, children, staff and other schools maintaining a detailed knowledge of school activities in order to answer such queries, without regular reference to senior staff.
- To offer practical support to staff, parents and visitors giving correct information and sign-posting where to seek help and advice.
- Follow school safeguarding procedures ensuring that visitors are signed in and issued with the correct identification.
- Arrange for photographs to be taken of new staff and create staff ID cards in line with the school policy. Arrange for access cards to be programmed and issued.
- Answers and deals with telephone queries and e-mails.
- Make appointments/diary entries for visitors and staff and update the school diary as appropriate.
- Liaises with attached professionals, including school nurse, counsellors, therapists, family support workers, EWO and LA staff as appropriate.
- Ensure there is a nominated person and deputy for calling the fire brigade in the event of a fire and that a clear notice of the procedure for calling the fire brigade is displayed.

General Administration

- Produce correspondence including letters to parents and newsletters, as required.
- Undertake general administrative tasks as required and maintain centre filing systems.
- Monitor the info@ email address respond to messages where appropriate and be responsible for redirection to the appropriate staff member.
- Where necessary arrange communications to parents or guardians whose first language is not English.
- Administration of income and permissions for cooking sessions.
- To assist with preparation and refreshments for staff training and governor and external meetings.
- Attend and minute meetings as required.

Pupil administrative support: General

- Maintain physical pupil files keeping records updated, including archiving and shredding pupil documents in line with Retention of Documents.
- Assist with the current initiative to move towards paperless pupil records with the intention of reducing the administrative burden.
- Communicate in term and end of term leavers to notify central Trust Pupil Administration.
- Send leavers files to new settings.
- Liaise with AfC with regards to FSM numbers and administration. Send out codes/vouchers to parents if required.
- Liaise with TS Pupil Admin.
- Send forms to new Y7 intake and deal with forms appropriately.
- Attend all Annual Review Meetings and minute them.

Pupil administrative support: Attendance

- Maintain daily registers on Arbor (and SIMS if required) and send daily figures to Ruth for DfE return.
- Send swearing/exclusion letters to parents/AfC.
- Prepare termly inclusion figures and liaise with TS Administration with regards to charge backs.

Parent communications / support

- Other communications as required.
- Input minor updates to Arbor.
- Free school meals: Work with the Family Partnership Worker to ensure that parents who are eligible for Free School Meals have applied (including infant pupils). Administer Free School Meals and update Arbor and inform Finance.

Staff Administration

- Act as a key point of contact for all staff on site, referring any HR matters to the central Trust HR Team.
- Inform Trust HR of any staffing related issues, forwarding any correspondence as appropriate.
- Liaise with Trust HR to ensure the relevant safeguarding checks have been completed for agency staff.
- Circulate HR and Trust emails to staff.
- Collect documents/forms/responses from staff as required and send to HR.
- Maintain staff absence records and inform HR accordingly.
- Book training courses and events for staff.
- Set up users on Smartlog, assign relevant trainings and make sure they are taken.
- Maintain file of staff training records.
- Provide admin support for implementation of trust-wide policies.
- Liaise with TS HR with regards to DBS checks, changes in staff.
- Arrange for new staff IDs/emails to be created.
- Notify HR of staff changes.
- Carry out DBS checks on Crinkle.
- Liaise with agencies for bookings.
- Approve weekly timesheets.
- Check all agency invoices and send to finance for payment.
- Sort out payment/invoicing issues with agencies.

Staff induction (including agency)

- To greet and ensure agency staff ID is checked (if they are new to the school) and ensure that they are fully briefed on school procedures.
- Arrange for ID/email to be created by TS.

Health & Safety / Premises

- Maintain displays of names and location of first aiders.
- Regularly check premises to ensure everything is working/in good condition.
- Book appointments for remedial work with relevant contractors.
- Provide access to contractors as required.
- Stay with contractors on-site while they carry out the job if on a red lanyard.
- Liaise with TS premises team.
- Check that regular works are carried out as per contract schedule and to a satisfactory standard (cleaning, gardening).
- Liaise with regular contractors (cleaners, gardeners) to solve any issues.
- Ask for different quotes for larger works, including arranging inspections of the site.
- Collect parcels from TS reception.
- Maintain premises file with works carried out.

Finance, supplies & facilities

- To be responsible for money handed in to the school office by parents, pupils and escorts ensuring that this is correctly labelled.
- Give cash to staff as required
- Track petty cash and card expenses, log expenses according to type and send info to finance along with signed-off receipts
- Manage Squid account
- Check all invoices for the centre are correct and inform Finance when ok to pay them.
- Liaise with suppliers for orders/deliveries/invoicing related issues.
- Purchase books, school equipment, etc on behalf of staff.
- Responsible for the school safe ensuring this is kept locked and the key stored securely.
- Responsible for monitoring and placing orders on the school finance system for central stock and stationery and office supplies (toners, etc).
- Assist budget holders with placing orders on the school finance system.
- Responsible for the annual order of diaries, teacher planners for the new school year.
- Check incoming deliveries and arrange for prompt distribution within the school.
- Manage petty cash in line with school policy, taking responsibility for accurate and secure handling of cash.
- Store and ensure secure dispose of confidential documents and data (other than pupil and HR)
- Photocopiers - day to day maintenance of MFDs including toner orders, engineer call outs.
- Maintain supply of school and centre stationery as required.

GDPR

- Act as school first point of contact for any GDPR related issues. Informing the Headteacher and Trust Data Protection Officer of any concerns / issues immediately.
- Subject access requests – assist with the collation of information as required.

Website

- To maintain the school website, posting updates as requested.

Continuing Professional Development

- In conjunction with the Line Manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development taking full advantage of any relevant training and development available.

Other professional requirements

- To maintain complete confidentiality at all times.
- To establish effective working relationships with all colleagues within the Trust.
- To assist colleagues, in school and within the Trust, in their duties in times of pressure.
- To use own initiative when necessary.
- To participate in the community life of the school and Trust.
- To set a good example in terms of personal presentation, attendance and punctuality.
- To undertake other duties as reasonably directed by the Senior Leadership.

This job description will be reviewed annually 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 Trust in relation to the post holders professional responsibilities and duties.

Person Specification

Post Title: AAT RECEPTIONIST / ADMINISTRATOR

Location: Clarendon Gateway Centre, The Auriga Academy Trust, Twickenham.

The appointment panel will be looking for evidence that the candidate has demonstrated their ability to fulfill the criteria.

Please use the key below to identify which sources we will be looking at for the evidence that the criteria have been met.

A Application

I Interview

R References

	Source	Essential (E) or Desirable (D)
Education and Qualifications		
A good standard of literacy, oral and written with high attention to detail.	A, I	E
Achieved a qualification in English/literacy and mathematics/numeracy to at least Level 2 of the National Qualifications Framework.	A	E
Experience		
Previous experience of working in a school.	A	D
Experience of working in a wide ranging administrative role in a busy environment.	A, I	E
Experience of following policies and procedures, challenging others about compliance.	A, I	E
Experience of planning and working on own initiative	A, I	E

Registered Office: The Auriga Academy Trust c/o Strathmore at St Richard Reynolds Catholic College, Station Road, Twickenham TW1 4DQ

Website: www.aurigaacademytrust.org.uk

Company N°: 10284264 England and Wales

Receptionist Experience.	A,I	D
Experience of developing effective relationships with fellow colleagues and in other services to ensure health and safety compliance.	A, I	D
Skills/Abilities/Knowledge		
A good knowledge of Safeguarding Children	A, I	E
A good knowledge of Microsoft Office and Google Office. Proficiency in Word, Excel, Outlook and PowerPoint.	A, I	E
Experience working with school's management information systems or other databases.	A, I	D
Understand the importance of confidentiality and sensitivity of information.	I	E
Personal qualities		
Good organisational approach and the ability to prioritise work to achieve deadlines using initiative.	A,I	E
Excellent time management skills and an ability to maintain a high standard of work under pressure.	A,I	E
Ability to establish and maintain effective working relationships at all levels.	A,I	E
Ability to work as part of a team and to be flexible in approach with willingness to work collaboratively.	A, I	E
Demonstrates a commitment to developing own performance through taking part in review exercises and training and development opportunities	A, I	E
Other		
Willingness to work between all School campus	I	D

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