



Job Title: Receptionist and Administration Assistant

Pay grade: SS 6 Points 14-16 £20,853-£21,695 fte

Hours: **36.25 hours per week**

8.30 to 4.15pm, Monday to Friday

30 minute unpaid lunch break.

(Term time, INSETs plus 5 days)

Reporting to: School Business Manager

Location: Oakwood Primary Academy

Role purpose:

As the first point of contact with the school community, to provide an efficient and welcoming reception service and ensure appropriate safeguarding administration of visitors.

The following is an outline of the range of duties that can be expected of the Receptionist and Administration Assistant. It is not a comprehensive list and duties may be varied from time to time, according to the needs of the Academy and the Trust, which do not change the general character of the job or level of responsibility.

Specific Responsibilities

- To provide a friendly and efficient reception service for the school, dealing with all enquiries, both on the telephone and in person, promptly and courteously.
- To maintain an efficient, presentable and pleasant Reception area.
- To answer incoming calls, both internal and external, redirecting / taking messages as necessary and acting on instructions received.
- To relay messages to staff and pupils, as necessary.
- To receive all visitors and ensure they sign in and out in accordance with the school's procedures and are aware of safeguarding and emergency procedures whilst on the school site.



- Deal with daily routines; communicate with parents and classroom teachers regarding attendance, absences, illnesses and collection arrangements, prioritising where necessary.
 - Maintain and update the School Management System (Arbor) with changes to pupil records – address changes, medical and dietary information.
 - To sort and deliver post to relevant staff and external mail.
 - General administration support to the school community.
 - School communications – e.g. letters to parents.
 - Administering School Admissions – to include meeting prospective pupils with their parents; requesting and submitting admission data; to oversee the casual admissions of pupils to the school; to lead on the admissions process for the September Admissions for new pupils starting Reception; this includes, preparing the welcome pack / writing letters, in conjunction with other members of the school office team.
 - Liaising with the school nursing team regarding screenings and vaccinations.
 - Undertake photocopying, filing and general office duties.
 - Liaise with Site Manager when required for maintenance duties.
 - Be an appointed First Aider, to assist with pupil first aid /welfare duties and record all first aid incidents on the electronic system in line with school policy.
 - Administration of staff and pupil photographs, assisting with the weekly bulletin and children's certificates.
 - To draft letters at the request of senior leaders / managers.
-
- ❖ To be involved in the Performance Management process in line with Aurora Academies Trust policy.
 - ❖ To role model expected working behaviours and high levels of professional conduct at all times and in all settings.
 - ❖ To promote Oakwood Primary Academy value and attitudes at all times.

Child protection

Please note, because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will be done by means of applying for an 'Enhanced Disclosure'. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

All members of staff must comply with the School's Safeguarding & Welfare Policy which is posted on our website. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy.

Person Specification Receptionist/Admin Support

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE grade A, B or C or equivalent in English and Mathematics 	
Knowledge & Experience	<ul style="list-style-type: none"> Knowledge of Microsoft Office Experience of undertaking a range of clerical duties Previous experience of reception work 	<ul style="list-style-type: none"> Experience of working within a school environment Knowledge of School Management Information Systems (ideally ARBOR, however, training can be provided) A current first aid certificate Managing school admissions
Key Skills & Abilities	<ul style="list-style-type: none"> Ability to work under pressure at times Ability to work under own initiative when necessary, prioritise workloads and meet deadlines Excellent organisational skills Good keyboard skills Good clerical skills The ability to work as part of a team – involving children, school staff, parents and governors The ability to work and communicate effectively with adults and children on 	

in association with



propelled by



	<p>all levels in a professional, friendly and approachable manner</p> <ul style="list-style-type: none"> • A keen eye for detail and experience of producing work of a high standard of quality and accuracy • Good analytical skills 	
Personal Qualities	<ul style="list-style-type: none"> • A warm, friendly and welcoming personality with a professional approach to work • Able to maintain complete confidentiality and discretion with all situations • A polite and professional telephone manner • Ability to function effectively in an environment in which interruptions take place • Willingness to participate in further training and developmental opportunities offered 	
Statutory/Legal	<ul style="list-style-type: none"> • Enhanced DBS 	

in association with



propelled by

