



Hyde High School

<p>Job description: Student Services Receptionist/Administrator Grade: D Working pattern: 36 hours per week, term time only.</p>	
Responsible to	Attendance Officer
Core Role	To provide a friendly and efficient reception service for day to day pupil needs, support for the pastoral team and to carry out various general administrative duties.
Key responsibilities	
	<p>To ensure that Student Services provision is readily available to all pupils and provide friendly and timely support at all times.</p> <p>To communicate in a polite and professional manner and ensure that correct information is relayed efficiently to the appropriate recipient.</p> <p>To ensure that the SIMS pupil database is accurate and up to date.</p> <p>To cover the main School Reception in line with the lunch rota and as required.</p> <p>To provide efficient administrative services as required, including for the pastoral team.</p> <p>To act as the main point of contact in relation to pupil medicines in school.</p>
Key tasks	
Student Services Reception	<p>Ensure that Student Services provision is available throughout the day and especially at key points including the start and end of the day, breaks and lunchtimes.</p> <p>Make and receive telephone calls in a friendly and efficient manner, respond to enquiries and ensure that correct information is relayed efficiently to the appropriate recipient.</p> <p>Provide friendly and efficient administrative support for pupils including issue of timetables, lift passes and replacement dinner cards.</p> <p>Issue, log and ensure return of borrowed ties.</p> <p>Stock and sell basic equipment and keep records of transactions.</p> <p>Store any monies securely in a locked safe and pass to the finance office on a regular basis.</p> <p>Label, log and store confiscated items securely.</p> <p>Accept lost property and proactively return to the owner if possible.</p> <p>Contact parents at the request of pupils or staff as appropriate.</p> <p>Collect completed proformas, permission slips and consent forms as required.</p>
Main School Reception	Receive visitors to school and deal with enquiries in a helpful and professional manner.

	<p>Make and receive telephone calls in a helpful and professional manner, directing enquiries to the appropriate person and ensuring receipt.</p>
Pupil Medicines in School	<p>Accept and log all medicines brought into school and ensure that consent forms are received and valid.</p> <p>Ensure that all medicines are clearly labelled and safely and efficiently stored.</p> <p>Ensure that pupils have access to their medications as required in line with consent forms.</p> <p>Carry out regular checks to ensure that medicines stored are in date.</p> <p>To act as a first aider (training provided).</p>
General Administration	<p>Update information accurately and promptly on the SIMS pupil database.</p> <p>Print daily fire registers in a timely manner.</p> <p>Administer the school detention system.</p> <p>Use school software to issue text messages as requested by staff.</p> <p>Support the Attendance Team with administration relating to lates, absences and first day contact.</p> <p>Ensure accurate maintenance and upkeep of the extra-curricular attendance spreadsheet.</p> <p>Provide administrative and general support for the pastoral team including creating letters, reports and spreadsheets and accurate data entry.</p> <p>Support school events including Open Evening and Parents' Evenings as required.</p> <p>Accompany pupils on visits, trips and out of school activities as required.</p> <p>Undertake any other reasonable duties at the request of the Headteacher.</p>

This job description will be subject to review and may be modified or amended at any time after consultation with the post holder.

All adults at Hyde High School are expected to:

- actively promote the school's positive and inclusive ethos and values;
- subscribe to the priorities within the School Improvement Plan;
- play a full part in the life of the school community;
- comply with and promote the school's corporate policies including, but not restricted to Health and Safety, Child Protection, Safeguarding and Data Protection;
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Hyde High School is committed to safeguarding and expects all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check.