



Job Description

Department	Administration Department
Post Title:	Admin Support
Salary Scale/Range	Scale 2 Point 3 pro rata: Actual salary = £9,196.68 p.a.
Hours	16 hours per week, term time only plus 5 inset days
Permanent/Fixed Term	Fixed term for 12 months
Posts Responsible to	Officer Manager / Business Manager
Posts Responsible for	No responsibility for staff

Role Purpose:

The postholder will provide an efficient and effective administration support service to the school, ensuring that all policies are maintained, and government guidelines are followed.

Reception duties:

Administration Officer Duties

- Plan, develop, organise and monitor support systems, procedures and policies
- Manage / supervise administrative staff as required
- Provide support, advice and guidance on administrative issues to senior staff, governing body and others
- Liaise with other staff, pupils, parents/carers and external agencies
- Develop and maintain record and information systems
- Undertake analysis and evaluation of data, and produce ad hoc detailed reports and information
- Responsible for completion and submission of forms, returns etc., including those to outside agencies.
- Take the lead on managing the administration of school trips.
- Work in conjunction with our Data Manager to ensure an easy transition for the new year 7 admissions.
- Contribute to the Free School Meals administration processes.
- Manage certain administrative and/or finance functions within the school.
- Produce, and respond to, correspondence



- Contribute to the management and monitoring of the school's financial processes and budgets
- Manage service contracts, school licences and insurance
- Contribute to marketing and promotion of the school
- Any other administrative duties commensurate within band 2, which can include:

Reception cover:

- To provide a helpful, courteous and welcoming school reception service.
- To receive visitors to school and deal with enquiries in a helpful and professional manner.
- To ensure that staff, pupils and visitors use school systems and safeguarding protocols when signing in or out and issue visitor passes as required. Checking of DBS.
- To ensure that the reception area is kept tidy, calm and welcoming to visitors at all times.
- To make and receive telephone calls in a helpful and professional manner, directing enquiries to the appropriate person and ensuring receipt.
- To monitor the office email account and respond or forward as necessary. To take and relay messages and provide information as necessary.
- To use school software to issue text messages and emails as directed by staff.
- To deal with all incoming and outgoing mail and to ensure that outward letters are franked and posted daily.
- To contact parents, carers and outside agencies as required including informing the school bus companies of term dates etc.
To accept deliveries and arrange distribution of content to the relevant departments as necessary. team.
- To relay on call requests in a timely manner and ensure response
- Giving out the post
- Deal with student enquiries including printing off timetables for students and monitoring the toilet key during lessons

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date
- Be a professional role model, and understand and promote the aims and the values of the Trust

Safeguarding and Promoting the Welfare of Children and Young People

- The Postholder is required to adhere to the statutory guidance 'Keeping Children Safe in Education' and lead on the Trust's policies and procedures in relation to safeguarding at all times ensuring alignment to '*Keeping Children Safe in Education*' guidance.



Data Protection

- The Postholder is expected to comply with the provisions of GDPR and the Data Protection Act 2018, the Freedom of Information Act and follow all of the Trust's information governance policies and procedures at all times.
- Any information the Postholder has access to, or is responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person, or Authority without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the Receptionist from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

- The Postholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
- The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expect all employees to share this commitment.

Health and Safety

- The Postholder has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.
- The Postholder must co-operate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust's health and safety policies and procedures at all times.

The particular duties assigned to this post are set out above but should not be regarded as exclusive, or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the Trust/School. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the post.