

Job Description

Department	Administration Department
Post Title:	Receptionist
Salary Scale/Range	Scale 3 Point 5-6 (£24,790-£25,183 actual £8,711- £8,849)
Hours	Part time, 15 hours per week, Monday and Tuesday, term time only plus 2 inset days
Permanent/Fixed Term	Permanent
Posts Responsible to	Headteacher and Deputy Headteachers
Posts Responsible for	No responsibility for staff

Role Purpose:

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

Administration Officer Duties

- Plan, develop, organise and monitor support systems, procedures and policies
- 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.
- Manage certain administrative functions within the school.
- Produce, and respond to, correspondence
- Completing ID and DBS certificate checks and ensuring visitors are familiar with essential school protocols.
- Completing updates to pupil and family records.
- Data management and operation of the school operating system SIMS
- Provision of basic first aid when required and the accompanied record keeping.
- Administer medication to pupils if needed.
- Administration of school lunches and liaison with the school catering provider.

- Providing a friendly and calm environment for the pupils.
- Uphold the school vision and Values

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 Receptionist 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 Receptionist 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 Receptionist 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 Receptionist 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 Receptionist 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 Receptionist 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.