

Job Description

Job Description		
Role Title	Typically reports to	
Receptionist	School Business Manager / Admin Supervisor	
JE Code	Grade	Date of profile
AG1	5	March 2023
Purpose of the role (job statement)		
Under the direction/instruction of senior staff: provide routine general clerical, administrative, financial support to the school.		
Main Duties:-		
<ul style="list-style-type: none"> • Provide a friendly and efficient front of house service • undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors • assist with pupil first aid/welfare duties, liaising with parents/staff etc • assisting with arrangements for visits by school nurse, photographer etc • Maintain the single central record for Agency Supply Staff • assist in arrangements for school trips, events etc • communicating and liaising effectively with staff, students, parents, feeder schools and other external agencies as required • contributing to the successful delivery of all administration tasks as required • multi-task to contribute to the changing needs of the school on any given day • assist the attendance office by providing administration support • contributing to SIMS to ensure all pupil information is accurate and up to date • preparing correspondence and whole school mailings as required • attending training as requested • providing hospitality when requested by senior staff • assisting with first aid reporting • responsible for school correspondence such as letters home and sending text and email messages • Monitoring of the school email system, responding and referring correspondence to the correct person • Providing general confidential admin support to the Headteacher, SLT and other staff, including teacher's administrative tasks as required • prioritising workload to ensure completion of tasks to specific deadlines • provide general clerical/administrative support e.g. typing, photocopying, filing, scanning of reports, complete standard forms and respond to routine correspondence • sort and distribute mail as required • upholding the professional ethos of all John Spence communications, being aware of the sensitivity and confidential nature of the information and ensuring confidentiality at all times. 		
General Expectations and Responsibilities		
<ul style="list-style-type: none"> • Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection (including safe disposal of confidential waste), reporting all concerns to an appropriate person • Be aware of and support difference and ensure equal opportunities for all • Contribute to the overall ethos/work/aims of the school 		

- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, as required
- Participate in training and other learning activities and performance development, as required
- recognise own strengths and areas of expertise and use these to advise and support others

Person Specification: Inclusion Administrator AG1

Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	<ul style="list-style-type: none"> • Good working knowledge of ICT • Up to date knowledge of relevant polices/codes of practice and awareness of relevant legislation (including GDPR/Safeguarding.) • Ability to relate well to children and adults • Work constructively as part of a team: understanding school roles and responsibilities and your own position within these • Ability to self-evaluate learning needs and actively seek learning opportunities • First Aid trained (or willing to be trained and act as a first aider) 	E E E E E E E	AI AI AI AI AI AI AI
Qualifications and Training	<ul style="list-style-type: none"> • 4 GCSEs (including E&M) • NVQ 2 Business Administration (or equivalent/relevant experience) • First aid trained (or willing to be trained) 	E E E	A A A
Experience	<ul style="list-style-type: none"> • Experience of development, management and operation of school administrative systems • Experience of working in a busy environment • Reception experience 	D D D	AI AI AI
Disposition	<ul style="list-style-type: none"> • Excellent communication skills at all levels • Ability to respect and maintain confidentiality • Ability to relate to staff and students in a pleasant manner • Have a professional manner and excellent telephone manner • Be organised and be able to manage own work load • Recognise potential child safeguarding issues • Friendly and welcoming disposition • 'Can do' attitude 	E E E E E E E E	AI AI AI AI AI AI AI AI

Conditions of Service

National Joint Council

Signature of post holder

Date

/ /

Signature of headteacher

Date

/ /

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review

and are negotiable in the light of the needs of the school and the professional development of the staff. This job description may be reviewed at the end of an academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.