

ELSTON HALL LEARNING TRUST – JOB DESCRIPTION

Job Title:	Receptionist (Tipton Green)
Pay Range:	Trust Grade 3
Responsible for:	School Office
Responsible to:	Headteacher / Central Finance Team / School Business Manager

Overall purpose of the role

Undertake administrative and organisational duties with the directions given by the Headteacher, School Business Manager and Trust Leaders.

Professional Responsibilities as an Administrative Assistant

General/Organisation

- Be responsible for all incoming and outgoing post. Open school post and distribute to classes / staff members
- Be the first point of contact for visitors to school ensuring they sign in correctly
- Provide hospitality to visitors
- Establish constructive relationships with parents
- Arrange visits for new pupils
- Maintain display board in reception area
- Answer the telephone, take messages and forward calls as appropriate
- Deal with enquiries from parents
- Assist the Administration Team in the day-to-day management of pupil records on Arbor where necessary
- Deal with late pupils
- Send parents text messages
- General typing / photocopying of letters
- Maintain school achievement file – keep up to date with press cuttings, letters etc.
- Process merit assembly invites and certificates
- **Attendance**
- Process daily attendance register and monitor absence, recording reasons and appointments
- Make phone calls to parents to identify reasons for absence and advise appropriately
- Liaise with HOS/EWO to review attendance issues
- Process all off-register paperwork
- Produce termly 100% attendance certificates
- Work with EWO/HOS to arrange LOA meetings and produce letters for parents

General

- Contribute to the aims, vision and ethos of the Trust.

<ul style="list-style-type: none"> • Be aware of and adhere to the Trust's and school's policies and procedures in connection with Child Protection and Safeguarding.
<ul style="list-style-type: none"> • Be aware of and adhere to the Trust's and school's policies and procedures in connection with Health & Safety to ensure compliance with the Health and Safety at Work Act (1974) in all premises and sites controlled by the schools.
<ul style="list-style-type: none"> • To ensure that all responsibilities under the Data Protection Act 2018 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.
<ul style="list-style-type: none"> • Appreciate and support the roles of colleagues and other professionals.
<ul style="list-style-type: none"> • Liaise with parents and carers as appropriate, in order to foster closer links with parents and the community.
<ul style="list-style-type: none"> • To participate in school activities and meetings as appropriate, setting a good example in terms of dress, punctuality and attendance.
<ul style="list-style-type: none"> • To undertake their duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach.
<ul style="list-style-type: none"> • Dress in a professional and appropriate manner, that will further support the school's policy on uniform
<ul style="list-style-type: none"> • Participate in further training and professional development as appropriate.
<ul style="list-style-type: none"> • The undertaking of such duties which may reasonably be regarded as within the nature of the duties/responsibilities of the post as directed by the Line Manager and subject to any reasonable adjustments under the Disability Discrimination Act.