

Job Description

Job Title:	Administrator Apprentice
Responsible to:	Senior Administrator
Job Purpose:	To be the main contact person for all parents and visitors to the school and to ensure the efficient and effective management of the school's telephone switchboard. To provide administration support for the school.
Salary:	£8.00 per hour
Hours:	34 Hours per week Working Patter to be agreed Term time plus inset days and an additional 20 days non term time Non term time days and hours to be agreed with line manager Plus 1 study day per week.

Main Responsibilities

To provide a first-class reception service being responsible for the signing in of visitors to the school and to communicate with courtesy and clarity to all staff, pupils, parents, carers, visitors, outside agencies and the wider community including answering general telephone calls and face to face enquiries. To provide admin support for the school.

Switchboard

- To be responsible for opening up and or closing down of the telephone system daily
- Picking up answerphone messages and relaying to the appropriate member of staff
- Answering incoming calls and transferring calls to the relevant member of staff
- Taking any necessary messages and passing on to the person concerned using the school email system
- Ensuring any urgent messages are relayed to pupils and staff efficiently, by liaising with the pastoral and office staff

Visitors

- Welcoming visitors to the school in a professional and friendly manner
- Control access to the school by following safeguarding procedures when welcoming visitors
- Checking with the staff member responsible for the Single Central Record that all necessary clearances have been received for visitors to the school
- Managing the signing in of visitors and the administration of visitor badges
- Informing staff of arrival of visitor
- Arranging for refreshments for waiting visitors as and when necessary

General Administration

- Support for the administration of the school as directed by the Senior Administrator.
- Updating of student records on Bromcom
- Production of letters, lists, leaflets, etc
- Support for reprographics
- Support with preparation for school events
- Filing
- During non term time preparing the school for the new term/academic year
 - Preparation of staff pigeon holes
 - Sorting lost property
 - Sorting of student files new and existing year groups
 - Archiving old files/information
 - Preparation of paperwork for confidential shredding

General

- Responsibility for ensuring the main reception area is presentable, clean and tidy
- Responsible for replenishment of marketing material on a daily basis
- Responsible for making sure all information in the reception area is relevant and up to date
- To accept deliveries and daily post and arrange for relevant department to collect from reception
- Liaising with WCC regarding school transport

- To hold an emergency first aid qualification
- To occasionally work outside of contractual hours to assist with Open Days, Celebration evenings and other school functions (payment or time in lieu will be given for time worked for these occasions)
- To support at all times the Catholic ethos of the school.
- Other duties as may be determined from times to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

Other

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support at all times the Catholic ethos of the school/Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Schools' policies
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The MAC reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

The Our Lady of the Magnificat Multi-Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including online searches and a satisfactory enhanced DBS check.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate within the grade and job title.