

Role Description

Receptionist/Administration Assistant

Role Purpose:

To be flexible and work as part of a team in a fast moving and busy school environment.

As part of the school's admin team to support the smooth running of the school office, welcoming all visitors to our school in a friendly and welcoming manner. To provide administrative support to ensure all systems are accurately maintained. Working independently, using your own initiative and always looking for ways to carry out duties more efficiently.

Responsibilities:

To carry out administration duties including:

- Welcoming parents and visitors to the school - acting as first point of contact to all visitors. Provide advice and guidance to all visitors and parents as necessary and direct to the appropriate members of school staff.
- Updating and monitor daily attendance of all pupils using Arbor school system on a twice-daily basis.
- Following appropriate procedures for maintaining effective records for pupil and school data.
- Photocopying of documents as required by the Senior Leadership Team
- Respond to incoming telephone calls and e-mails, answer queries where possible, and as required to take messages, prioritise and pass to staff as appropriate in a timely fashion.
- Administering of first aid duties to pupils and staff on a daily basis.
- Co-ordinate filing and shredding duties.
- Provide and order refreshments for visitors, Principal and admin team, and hospitality when required.
- To assist in the development of the school in a positive and flexible manner.
- To establish and maintain good relationships and positive links with parents, Trust members, local schools, the community, the LEA and other agencies.
- Update website and internal marketing on a weekly basis.

- Co-ordinate and file Governor documentation and information, including updating the website with the relevant information.
- Support teachers with the organisation of trips, including costings and relevant bookings
- Support and administer online cashless and communication systems.
- Organise orders and deliveries, in liaison with the MAT Central Team.
- Other duties as and when required, including organisation of lunch arrangements.
- Any other duties requested by the Senior Office Manager, SLT or Principal.

Values

- To uphold and model the Preston Hedges Trust values of Ambition, Drive, Excellence and One Team at all times.
- Consistently demonstrate an understanding of the values and model these at all times.
- Preston Hedges Trust and all its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To support in the delivery of the Trusts purpose, vision and policies.

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 the Principal or leader in charge to undertake work of a similar level that is not specified in this job description.