



Manor School
Chamberlayne Road, Kensal Rise,
London, NW10 3NT

020 8968 3160
enquiries@manor.brent.sch.uk



Manor School – Admin Officer (with Reception Duties)

TITLE: Admin Officer (with Reception Duties)
REPORTING TO: Headteacher
WORKING TIME: 36 hours per week as directed by your line manager, term time only + INSET days.
8.30am – 4.15pm Mon to Thurs. 8.30 to 4:00 on Fri
SALARY/GRADE: GLPC Scale 3 Spinal Point 5

Purpose of Job

- To work under the guidance of the Headteacher and Site SLT and provide receptionist and general administrative support
- Under the guidance and supervision of the Headteacher and Site SLT will be responsible for undertaking administrative and organisational processes within the school. Assist with meetings and visitors from support services and carry out duties to support the School Office ensuring deadlines are kept.
- To contribute to the overall ethos, work and aims of the school

Principal accountabilities and responsibilities:

General administration

- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from parents
- Report any issues with the school's IT systems
- Organise and distribute incoming and outgoing post
- Provide administrative support to staff as needed
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Manage meeting room bookings

Reception

- Undertake reception duties, including responding to general telephone and personal enquiries, and signing-in to schools premises of visitors when necessary.
- Provide general clerical and administrative support, including photocopying, filing, ordering, invoices, emailing.

Headteacher: Steve Thompson

The Rise Partnership Trust CEO: Jayne Jardine

The Rise Partnership Trust (RPT) is a company limited by guarantee which has exempt charity status. RPT is registered in England and Wales (company number 10027322) c/o Manor School.





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- Undertake typing, word-processing, spreadsheets, databases and other IT-based tasks.
- Complete standard forms, respond to routine correspondence and send letters and text messages to parents/staff.
- Update and maintain manual and computerised records and pupil data on the MIS System.
- Assist with arrangements for school trips and events.
- Undertake any additional Administrative tasks as directed by the Headteacher and or SLT
- Participate in training and development activities and programmes, and attend and participate in meetings as required.

Annual Review Process- EHCP's

- Assist with the administration of the annual review process including: tracking planned annual review meeting dates, gather reports from school staff, external agencies and parents, in line with statutory timeframes.
- Prioritise workload and produce invitations for annual reviews, complete relevant sections of the annual review document prior to the meeting, in line with statutory guidelines.
- Utilise the school's information systems to input and retrieve information required to complete the annual review of an EHCP.

Arbor - Data Management and Attendance Monitoring

- Be proficient in the relevant aspects of the use and management of Arbor. Undertaking training as required and authorised.
- Update data entered on Arbor. Ensure reporting requirements are in line with guidelines set out by the Department of Education and are met.
- Ensure that all pupil information held on Arbor is correct and updated promptly when changes occur.
- Assist the Office Manager in monitoring pupil attendance recording patterns of absence.
- Produce Arbor reports as directed by Office Manager or Senior Leadership Team.

General

- To undertake full administration duties to the highest level of accuracy, speed and confidentiality.
- To play a full part in the life of the Trust community and to support its distinctive mission and ethos.
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school and supports its distinction mission
- Appreciate and support the role of other professionals.
- Participate in training and performance development as required.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Trust, following appropriate consultation and will be reviewed annually.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I agree to undertake the duties listed above.

Name Date:

Signed

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