

## JOB DESCRIPTION

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| <b>Job Title</b>      | Administrator & Receptionist   |
| <b>Grade</b>          | Scale 3  |
| <b>Reports to</b>     | Headteacher, Office Manager  |
| <b>Liaison with</b>   | Headteacher, Office Manager, Other Staff, Pupils, Parents, External Agencies   |
| <b>Job Purpose</b>    | To provide an effective and efficient reception service and administration (including finance) support to the school   |
| <b>Reception</b>      | <ul style="list-style-type: none"> <li>• To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate</li> <li>• To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing in procedures including updating the school's electronic signing-in system to ensure smooth running</li> <li>• To accept and sign for deliveries as appropriate</li> <li>• To provide hospitality for visitors to the school and ensure all meeting rooms are kept tidy</li> </ul>   |
| <b>Administration</b> | <ul style="list-style-type: none"> <li>• To undertake typing and data in-put as required</li> <li>• To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier</li> <li>• To maintain the school Google calendars</li> <li>• To be responsible for the sorting and distributing of incoming post and the sending of outgoing post</li> <li>• To provide general administration support as required</li> <li>• To be responsible for the preparation and maintenance of the manual and computerised pupil data records, including attendance details</li> <li>• To assist with the monitoring and maintenance of stock and order supplies as necessary</li> <li>• To assist with the administration of school visits in liaison with the teaching staff</li> <li>• Sending and receiving messages via the school's Management Information System to maintain effective communication with parents/carers</li> <li>• Processing FSM applications in line with current procedures</li> <li>• Organising and maintaining after school club registers and ensuring home/school communications run effectively forming part of safeguarding procedure</li> <li>• Proficient in use of Microsoft Word and Google software</li> </ul> |
| <b>Finance</b>        | <ul style="list-style-type: none"> <li>• To be responsible for the monitoring of dinner money payments on the School's MIS and completion of all catering returns for school meals and free school meals and liaison with parents ensuring prompt payment</li> </ul>   |

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|                | <p>and low level of arrears</p> <p>To monitor other incoming payments via the school's MIS with regard to trips and events</p> <ul style="list-style-type: none"> <li>• To carry out financial administration in accordance with appropriate financial regulations and policies</li> </ul> <p>Collate information for, and compose, the monthly school newsletter</p>   |
| <b>General</b> | <ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</li> <li>• To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</li> </ul> |

### **Safeguarding Responsibilities**

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

## PERSON SPECIFICATION

| General heading                        | Detail  | Examples   |
|--|---|--|
| <b>Qualifications &amp; Experience</b> | Specific qualifications & experience          | Experience of administrative work in a busy office environment<br>Educated to NVQ Level 2 or equivalent                          |
|  | Knowledge of relevant policies and procedures | Knowledge of general school policies and procedures<br>Knowledge of H&S policy and procedures                                    |
|  | Literacy                                      | Good reading and writing skills  |
|  | Numeracy                                      | Ability to count and undertake calculations  |
|  | Technology                                    | Ability to use photocopier<br>Ability to use word processor and basic databases  |
| <b>Communication</b>                   | Written                                       | Ability to complete forms, write routine letter  |
|  | Verbal  | Ability to exchange verbal information clearly and sensitively with children and adults  |
|  | Languages                                     | Seek support to overcome communication barriers with children and adults   |
|  | Negotiating                                   | Ability to consult with colleagues   |
| <b>Working with children</b>           | Behaviour Management                          | Understand and implement the school's behaviour management policy  |
|  | SEN   | Understand and support the differences in children and adults and respond appropriately in relation to the role                  |
|  | Curriculum                                    | Basic understanding of the learning experience provided by the school  |
|  | Child Development                             | Basic understanding of the way in which children develop   |
|  | Health & Well being                           | Understand the importance of physical and emotional wellbeing<br>Ability to support children who may be unwell                   |
| <b>Working with others</b>             | Working with partners                         | Understand the role of others working in and with the school   |
|  | Relationships                                 | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
|  | Team work                                     | Ability to work effectively with other adults in the school<br>Ability to work on own  |
|  | Information                                   | Ability to provide timely and accurate information   |
| <b>Responsibilities</b>                | Organisational skills                         | Good organisational skills<br>Ability to work accurately with attention to detail  |
|  | Line Management                               | N/A  |

|                |                 |   |
|----------------|-----------------|---|
|                | Time Management | Ability to manage own time effectively      |
|                | Creativity      | Ability to follow instructions              |
| <b>General</b> | Equalities      | Demonstrate a commitment to equality        |
|                | Health & Safety | Working knowledge and good understanding of |

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|--|---|
|  | Health & Safety   |
|  | Child Protection  |
|  | Understand and implement child protection procedures              |
|  | Confidentiality/Data Protection                                   |
|  | Understand procedures and legislation relating to confidentiality |
|  | CPD   |
|  | Be prepared to develop and learn in the role                      |

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