

The Sele School



JOB DESCRIPTION

Receptionist / Administrator

Grade/Salary:	H3: £25,583-£25,989 (Actual salary: £11,830 - £12,018, including 25 days holiday plus bank holidays)
Contracted Time:	Part-time, 39 weeks per year (term time plus 5 days INSET), 20 hours over 5 days per week, 12.00 – 16:00
Responsible to:	Office Manager

Purpose of Job

The Receptionist / Administrator role is a key part of the Administration team and is responsible for creating a positive impression and experience of the school as the first point of contact for parents and visitors, as well as providing efficient and effective administrative support.

Main Areas of Responsibility

- Be the first point of contact for the school; welcoming visitors and providing high calibre front of house administration assistance, including post, phone and emails enquiries, responding in a helpful and constructive manner, resolving enquiries to a satisfactory conclusion wherever possible.
- Consider the safety and security of the school at all times; controlling entry to the main Reception area and ensuring visitors have undergone the required safety checks in place, sign in and receive the appropriate visitors badge where necessary.
- Communicate with parents and external agents regarding all aspects of school life, receiving and passing on information between them and all members of staffing personnel.
- Assist the Office Manager with the following tasks:
 - School Admin email account
 - Letters and messages home
 - Lunch overdrafts
- Ensure that all students sign in and out on reception
- Ensure the safe storage of pupil's mobile phones.
- Distribute corrections list to staff
- Complete administration/typing tasks as directed by the Office Manager

Job Context

This role requires a flexible member of staff who is able to prioritise their own workload. The post holder will be working as part of a small Administration team and will therefore be required to provide support according to the needs of the school.

Supervision

- Minimum direct supervision – organise own workload and prioritise on a day to day basis using own initiative and knowledge of work.
- Regular contact with the Office Manager

Contacts

- Students
- All members of school staff
- Parents, visitors and contractors

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- Other professionals

Knowledge, Experience and Training

- Good level of educations, ideally educated to GCSE grade 'C' or above (or equivalent) in English and Maths.
- Fully competent with Microsoft Office
- Excellent communication skills
- Excellent administration/typing skills
- Understanding the needs of children

Problems and Decisions

- Organise priorities

Personal Characteristics

- Ability to work independently showing initiative
- Ability to work as a member of a collaborative team
- Excellent communication and interpersonal skills, with the ability to interact at all levels
- Good sense of humour
- Discretion and diplomacy
- Capacity to remain calm and to cope with the unexpected.

Shared Responsibilities as a member of the Administration Team:

- Help ensure the smooth running of the school.
- Play a full part in shadowing each other's role so that, in the event of staff absence and at peak times, roles can be interchanged flexibly.
- Make constructive suggestions for improvement in administration and other procedures that are conducive to efficient and effective operations of the school and supportive of the core purpose of the school (pupil learning).
- Support other members of the team in the fulfilment of their responsibilities.

This is not intended to be an exhaustive list of responsibilities and duties, and it is expected that the post-holder will participate in activities according to the needs of the School and for better fulfilment of the role.

Safeguarding

The Governing Body of The Sele School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in all aspects of their work.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of the school's pre-employment checks.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection and report all concerns to an appropriate person.

Equalities

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.