



HamiltonSchool

A PLACE OF EDUCATION, GROWTH & OPPORTUNITY



JOB DESCRIPTION

Receptionist & Administration Officer

Grade

Grade 4, Spinal Points 7 to 11

Purpose

To provide efficient, effective and confidential reception and administrative support to the school, ensuring the smooth day-to-day operation of front-of-house and administrative services that support pupils, staff, parents, carers and visitors.

Staff Responsibilities

Line management responsibility: none. Staff group: none.

Deployment

Fixed-site deployment at Hamilton.

Financial Accountability

No budgetary responsibility.

Key accountabilities

- Provide efficient administrative support that enables teaching and learning activities to operate effectively across the school.
- Support educational visits and school events, including the distribution and collection of consent forms and associated documentation.
- Prepare medical day packs for educational visits.
- Assist with maintaining school communication channels, including website updates and the distribution of information to stakeholders.
- Assist with the administration of new pupil admissions, including maintaining accurate records on the Management Information System (MIS), issuing admissions forms and documentation,



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and proactively obtaining outstanding information to ensure records remain complete and up to date.

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all. The postholder will also work closely with pupils, staff and outside agencies.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

Main duties and accountabilities

Teaching and Learning

- Provide administrative support that contributes to the effective delivery of teaching and learning activities.
- Provide administrative support for educational visits and school events, including the distribution and collection of consent forms and associated documentation and the preparation of medical day packs.

Assessment

- Maintain accurate pupil records and information systems, ensuring data is up to date and available to support school processes and reporting requirements.

Behaviour Management and Student Wellbeing

- Assist with pupil welfare matters, including contacting parents as requested by members of staff.



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- Support the provision of first aid, including administering medication to students following appropriate training.
- Assist with on-site immunisation programmes and help maintain fully stocked and compliant first aid provision.

Pastoral and Inclusion

- Assist with the administration of new pupil admissions, including maintaining accurate MIS records, issuing documentation and following up outstanding information.

Trust Culture

- Promote professional, courteous and inclusive communication with all stakeholders.
- Support Trust values, safeguarding expectations and collaborative working practices.

Other

- Provide reception services, welcome visitors, respond to enquiries and manage messages appropriately.
- Ensure safeguarding procedures are followed for all visitors, contractors and interviewees.
- Manage visitor sign-in processes, documentation and key allocation systems.
- Take responsibility for the day-to-day management and maintenance of the Operations Board.
- Manage the main school email account and support the production and distribution of communications.
- Produce correspondence, presentations and undertake word processing and IT-based tasks as directed.
- Receive, distribute and process incoming mail and parcels.
- Provide clerical and administrative support including photocopying, filing, email management and information distribution.
- Assist the Operations Manager and SEN Manager as required.
- Maintain administrative noticeboards, communication channels, website updates and stakeholder information.
- Ensure the Resources Room and Staff Room are maintained, stocked and organised.
- Maintain manual and computerised filing and archive systems.
- Protect staff and student confidentiality in all circumstances.
- Maintain attendance records in the absence of the Attendance Officer and provide staff attendance updates to the Operations Manager.



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- Undertake any other duties reasonably commensurate with the grade and scope of the post following consultation with the postholder.

Other requirements and responsibilities

Enhanced DBS required. Enhanced Children's Barred List check required. The postholder must comply with all safeguarding, health and safety, equality, confidentiality and data protection requirements applicable to the role.