

THE PARTNERSHIP TRUST	
JOB DESCRIPTION & PERSON SPECIFICATION	
NAME:	
POST TITLE: Administrator (Receptionist)	GRADE: BANES GRADE 3 (SCP 3-5)
RESPONSIBLE TO: Office Manager	
DATE:	

JOB PURPOSE

Under the overall direction of the Headteacher and with day to day supervision from the administrator, to provide clerical, administrative and reception support to the Headteacher and the staff of the school.

MAIN DUTIES AND RESPONSIBILITIES

- According to the requirements of the school, to undertake any of the following duties and responsibilities as directed/requested by the administrator, Headteacher or other member of teaching staff.
- To liaise with relevant staff from The Partnership Trust to support the efficient and effective work of the school office.
- To undertake word processing of documents, reports and correspondence, including confidential material for the Headteacher and teaching staff.
- To undertake a wide range of clerical duties including filing, photocopying, handling the post and other general office administration.
- To assist, at the discretion of the Headteacher, in undertaking a range of administrative functions such as the collection, recording and balancing of monies, the maintenance of returns, registers and pupil records, the ordering stock and consumables, the arrangement of transport and insurance and liaison with other support staff and teaching staff as appropriate.
- To liaise with parents of pupils on administrative issues such as arrears in monies to be paid and provide other general information.

- To assist as required in the receipt, despatch and circulation of post and in the maintenance and monitoring of school diary, appointment and visitor record systems.
- To provide a reception service, receiving visitors in a courteous and friendly manner and receiving and checking deliveries.
- To receive telephone enquiries and calls, providing information and taking and passing on messages as appropriate.
- To assist in ensuring a safe environment within the school giving support to the Headteacher and other staff and reporting Health and Safety issues to the Headteacher or other authorised person.

OTHER DUTIES

- To undertake other appropriate duties at the request of the Office Manager and the Headteacher in line with the scope and spirit of the job purpose, the title of the post and its grading.
- To safeguard and promote the welfare of pupils and take steps to prevent any child from suffering ill treatment or neglect. Be familiar with and adhere to the Child Protection procedures adopted within the school and report to the Designated Safeguarding Lead or Deputy Safeguarding Lead any concern that a child has been mistreated, either physically, emotionally, sexually or by neglect.
- To ensure the health, safety and welfare of all employees
- To work at other Trust schools as required to cover in the event of staff absence or in situations where additional support is required.

GENERAL

- The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy
- All duties and responsibilities must be carried out with due regard to the Trust's Health and Safety Policy
- The post-holder will participate in the Trust's performance management process as it is applied for all staff
- The post-holder should have knowledge of and compliance with relevant Trust policies and

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Evidence of a good basic education with 3 GCSEs at Grade C, or equivalent, one in English Language. 	<ul style="list-style-type: none"> Business administration qualifications
KNOWLEDGE	<ul style="list-style-type: none"> Data protection and maintaining confidentiality High level of competence in the use of and application of ICT including Word, Excel and working knowledge of support systems Safeguarding and child protection procedures. 	<ul style="list-style-type: none"> School-based MIS
EXPERIENCE	<ul style="list-style-type: none"> At least 6 months previous administrative experience. Experience in a front facing role dealing with a variety of stakeholders 	<ul style="list-style-type: none"> School-based MIS e.g. BromCom