

Job Description

Job Title:	Casual Administrator / Receptionist
Responsible to:	Office Manager
Job Purpose:	Provides administrative support and a receptionist service to the school. Receptionist – To be the main contact person for all contact to the school, including parents, governors, directors and all visitors to the school. To ensure the efficient and effective management of the school's telephone switchboard. To support with administration as directed. Administration - To undertake a variety of administrative tasks supporting the administrative team in an efficient and effective manner .
Salary:	£13.28 plus holiday pay enhancement – actual £14.88 per hour
Hours:	Casual on an as and when required basis

Main Responsibilities:

Catholic life and Mission

- Draw on the person, life, and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff, and all other members of the community. The vision should explore Gospel virtues and values, moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.
- The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.

Key Responsibilities

Reception Duties

To provide a first-class reception service being responsible for the signing in of visitors to the school and to communicate with courtesy and clarity to all staff, pupils, parents, carers, visitors, outside agencies and the wider community including answering general telephone calls and face to face enquiries. To provide admin support for the school.

Switchboard

- Picking up answerphone messages and relaying to the appropriate member of staff
- Answering incoming calls and transferring calls to the relevant member of staff
- Taking any necessary messages and passing on to the person concerned using the school email system
- Ensuring any urgent messages are relayed to pupils and staff efficiently, by liaising with the office staff
- Dealing with routine enquiries, providing general information about the school and its activities, in person by phone and email.

Visitors

- Welcoming visitors to the school in a professional and friendly manner
- Control access to the school by following Child Protection procedures when registering visitors
- Managing the signing in of visitors and the administration of visitor badges
- Informing staff of arrival of visitor

General Reception duties

- Responsibility for ensuring the main reception area is presentable, clean and tidy
- Responsible for replenishment of marketing material on a daily basis
- To accept deliveries and daily post and arrange for relevant department to collect from reception

Administration responsibilities

- To undertake a variety of administrative tasks and support to students to support the administrative team.

Support for the school administration team

- Updating of student records on the schools management information system (MIS) currently Bromcom
- Carry out photocopying, filing, emailing and completion of routine forms
- Collation of letters
- Production of letters, lists, leaflets, etc
- Support for reprographics
- Support with preparation for school events
- Filing
- Stock takes for stationery/hospitality/medical equipment
- Supporting with the organisation of student vaccinations
- To provide first aid to students as necessary, ensuring a record of all incidents is kept and more serious injuries are reported to the senior first aider for reporting.
- To contact parents/carers where necessary for collection of sick or injured students or to report head injury.
- Dealing with students enquiries
- Deal with incoming and outgoing mail, ensuring efficient distribution and franking
- To assist with the preparation for school events, eg Open days, Open evenings, Parents evenings, Prize giving events and other school functions.

Other

- To always support the Catholic ethos of the Multi Academy Trust by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Multi Academy Trust policies & procedures.
- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- Other duties as may be determined from time to time within the general scope of the post.
- Duties and responsibilities outside of the post will only be required with the agreement of the post holder.
- The Multi Academy Trust reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.
- The Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Multi Academy Trust in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Multi Academy Trust to reflect or anticipate changes in the job commensurate within the grade and job title.

I have read and understand the job requirements, responsibilities and expectations set out in this job description.

Signature: _____ Date: _____

Print Name: _____