

Role: Academy Receptionist / Clerical Assistant
Location: Foxwood Academy, Derby Road, Bramcote, Nottingham NG9 3GF
Salary: Grade 3, Scale Points 5 to 7, £25,583 to £26,403 p.a. FTE
Actual salary: Grade 3, Scale Points 5 to 7, £4,440 to £4,583 p.a. ACTUAL
Hours: 7.5 hours per week, Mondays 8.30am to 4.30pm, term time only

GENERAL INFORMATION

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

Purpose:

As a member of Foxwood Academy, you will work collaboratively with colleagues in the academy, across the Trust and external partners, to ensure the effective and efficient provision of support services across the academy. You will work under the direct instruction of the School Office Manager or School Business Manager.

Reporting to:

- The Headteacher, with Line Management through the School Business Manager and Office Manager

To co-operate with:

- All colleagues, in all teams
- Parents, carers, and the local community

Disclosure:

- Clear and current Enhanced DBS check

Core duties and key responsibilities:

- Ensuring the safe and risk managed arrival of all visitors, checking that appropriate safeguards are in place in line with the Academy's Child Protection Policy and Health and Safety requirements. Ensuring that all visitors are directed to the appropriate person / venue for the purpose of their visit and the school signing in system is correctly maintained.
- Undertaking receptionist duties as necessary. Organising the reception area in a tidy and secure manner with due regard to the Academy Data Protection, Confidentiality and GDPR policies.
- Liaising with Academy transport personnel at the beginning and the end of the school day. Arranging taxis / transport for staff and pupils as required. Checking respite arrangements for pupils and ensuring all relevant parties are aware,

- Working alongside the Attendance Officer, checking and maintaining electronic registers and following up daily pupil's absences where there is no written authorisation or telephone call.
- Assisting with managing the fire role call in the case of fire or emergency.
- Working alongside the Finance Assistant in recording uptake of pupil meals, including monitoring of dinner money payments, agreeing weekly dinner statistics with the Catering Manager and managing free school meals. Collection and recording of meal statistics. Informing the School Business Manager of any non-payments.
- Working with the administration team to maintain the school's Management Information System. Administration of pupil's admission procedures; including pending pupil admissions and the upkeep of student files.
- Ordering and maintaining stock of office stationery.
- Dealing with daily post and office emails. Receipt of deliveries.
- General clerical support including typing, reproduction, filing, letters, minutes of meetings etc.

General responsibilities:

- Be aware of and comply with school policy and procedures
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
- Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school
- Administer medication and first aid when required/trained

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.

Signed _____

Date _____