

JOB DESCRIPTION

Receptionist/Admin Officer

Reporting To:	Headteacher
Salary:	Salary Level 3a
Hours:	32hrs/week
Location:	School Based
Job Purpose:	To be responsible for the smooth running of the reception area and providing a PA service for the Headteacher
General Duties:	To share professional responsibility for the education and welfare of the pupils in Woodland Middle School in accordance with the school's aims and objectives, legislative requirements, and the agreed schemes of work and school policies, as confirmed by the Governing Body. To actively contribute to the corporate responsibility for encouraging high personal standards from pupils in the areas of academic, behavioural and social development.

Main Duties and Responsibilities:

1. To uphold the school's ethos, so that pupils gain an understanding of the importance of the Values Education programme. This includes modelling the school's values for example remaining calm despite provocation and refraining from shouting.
2. To contribute to the overall development of the school and its whole curriculum by the appropriate supervision of pupils and support to all colleagues in working towards raising standards.
3. To work as an active team member and implement agreed whole school policies, to ensure the aims of the school may be fulfilled.
4. To provide administrative and secretarial support to the Headteacher, including taking minutes, drafting letters/reports, event organising, website maintenance and communications with parents.
5. To keep the school prospectus, staff handbook, new starter packs, school calendars and duty rota all up to date.
6. To ensure that policies are up to date within Every and on the school by website, by reminding policy authors of their deadlines.
7. To enter exam data into Arbor as requested by the DHT (TLA).
8. To provide clerical support to teaching staff, including routine typing/word processing, filing and photocopying as directed by the SLT. To send SMS, in app messages and emails using the Arbor delivery system to staff and parents.

9. To act as first point of contact with parents on a range of matters [e.g. *to arrange appointments*] as required by the Headteacher and teaching staff.
10. To operate and be responsible for the school telephone systems.
11. Act as second point of contact in Reception and act as a backup for the first day response system and giving access to visiting drivers to our car park by operating the barrier.
12. To prepare documents and letters for parents, governors and others as requested by the Headteacher.
13. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information. To take precautions to ensure that the school office has no confidential information accessible outside office hours i.e. documentation is locked away and desks remain uncluttered.
14. To be responsible for the main school e-mail address, forward and respond to all correspondences in a timely manner.
15. To oversee the lunch time supervisor arrangement pertaining to their hours of work and availability.
16. To be a trained first aider and to ensure that the Medical Needs policies are followed by the front desk receptionists.
17. To disseminate information from the Headteacher to all other members of the admin team.
18. To administer the loan register in accordance with school procedures in the School Finance manual.
19. To document your job procedures to cover all areas that you are responsible for.
20. To undertake any other duties of a similar level and responsibility as may be required.

The holder of this post is directly responsible to the Headteacher and Governors of the school and this job description may be amended following discussion with the post holder - but in any case it will be reviewed annually.