



Job Description

Receptionist and Faculty Support Assistant – Bucks Pay Scale 2

Receptionist

Principal Responsibilities

To support the running of Reception

Responsible to: The Headteacher via the Headteacher's PA

Duties and Responsibilities

- To be committed to the safeguarding and well-being of all students and to follow school Policy and procedures in this regard.
- Monitoring the school gates and entrances
- Answering external and internal telephone enquiries and relaying messages as required
- Dealing with visitors and deliveries to school
- Ensuring visitors are correctly signed in and given appropriate visitor badges, and recording details for safeguarding records
- Dealing with enquiries from staff and students
- Sorting and distributing incoming post
- Receiving and distributing emails to the school office address
- Photocopying as required
- Managing of lost property
- Franking outgoing mail and taking to post office
- Recording receipt of confiscated items etc. and keep in locked safe
- Maintaining staff Fire register
- Oversight of staff pigeon holes and any staff noticeboards
- Oversight of Staff Kitchen/Staff Room refreshments
- Oversight of student taxi transport when required
- Constantly review and streamline Reception procedures

General Requirements

- Attend scheduled meetings
- Actively seek to develop professionally
- Participate in the school appraisal process
- Work within the terms and conditions of employment of Bucks Pay employees
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Criminal Records Bureau
- In accordance with the provision of the Disability Discrimination Act 1995, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

Faculty Support Assistant

Principal Responsibilities

To contribute to the effective running of the faculty admin support department.

Responsible to: Headteacher via PA to the Headteacher

Duties and Responsibilities

General

- Typing of letters, reports and general documents for staff.
- Laminating documents as required
- Designing and producing certificates
- Designing and producing worksheets
- Photocopying resources as required
- Gathering and preparation of additional resources
- Creating and using spreadsheets to document tickets for school productions
- Creating and processing tickets
- Typing and co-ordination of production of school booklets
- Managing daily admin of photocopying equipment – service calls, ordering consumables
- SchoolComms – creating and sending SchoolComms messages
- Supporting the Hub administratively – work experience letters and booklets, prom letters and tickets, new Year 7 packs
- Admin support for whole school events (Open Evenings etc)
- Updating the school site map
- General assistance to the Business Manager

Extra-Curricular Clubs

- Set up and configure the Extra-Curricular activities and Clubs for students on a half-termly basis.
- Use MS Forms with relevant questions for staff to complete.
- Liaise with staff regarding the details of the extra-curricular offer.
- Notify parents/carers of the extent of the offer and process and timescale for booking onto clubs and trouble-shoot any problems experienced by parents/carers regarding arrangements.
- Chasing parents/carers to take up the offer of extra-curricular activities.
- Monitor attendance and produce reports for SLT to demonstrate attendance and uptake, including for particular student groups (i.e. disadvantaged)

Student Records Management

- Co-ordinate and manage the process by which student information and files are received by HGSS and transferred out of HGSS to other destinations – including the Year 7 cohort intake, In-year leavers and joiners and Year 11 leavers.
- Liaise with the Admissions Team regarding student names and with the relevant feeder primary schools regarding arrangements for the transfer of files. Files to be transferred in hard copy or electronically by secure means via Egress.
- Liaise with the DSL to ensure safeguarding information – including CPOMs records – are chased and recorded on the spreadsheet and follow-up work as necessary.
- Scan any hard copy information to the secure drive and alert key staff (Safeguarding and SEND) that this has been done. Save any information sent via Egress straight to the secure drive and alert key staff as before.
- Liaise with the Sixth Form Team regarding the destinations of Year 11 leavers ensuring that destination schools/colleges confirm that a student is on roll before transferring school files either via secure hard copy post or electronically via Egress.
- Ensure that student information, including safeguarding and SEND records - is tracked closely on a spreadsheet created for this purpose and chased as appropriate.
- Follow up with receiving schools for the completed Transfer of Records Form.

Exams

- Supporting students with access arrangements by ensuring that examination and assessment papers and other resources are modified in accordance with their needs.
- Scanning exam scripts as necessary and sending to designated destinations for external marking and moderation as appropriate.
- Copying papers for both mock exams and AP assessments.

Library Overdue Books

- Supporting the Librarian in sending information to parents/carers requesting the return, or payment for, late or lost library books on a weekly basis. Ensuring that this information is recorded on the LRC spreadsheet for this purpose.

Multi-Cultural Lunches

- Research and produce materials using MS publisher and resources to celebrate designated religious and cultural festivals.
- Decorate the canteen on the given dates for each celebratory lunch.

Staff Briefing

- Taking minutes at the weekly staff briefing and circulate to all staff.

Parents' Evenings

- Set up and configure parents' evenings either online or in-person using SchoolCloud with data extracted from SIMS.
- Using SIMs extract Tool to ensure all details are up to date (including new teachers and new starters)
- Run reports to identify new teachers and issue logins.
- Liaise with teachers and other staff regarding their attendance and make amendments as necessary.
- Notify parents/carers of the process and timescale for booking appointments and trouble-shoot any problems experienced by parents/carers regarding arrangements.
- Chasing appointments to ensure that progress feedback is given to the majority within the school community.
- Produce reports for SLT to demonstrate attendance levels by parents/carers, including for particular student groups (i.e. disadvantaged)

Skills Required:

- Using Microsoft Word (Intermediate/Advanced)
- Using Microsoft Excel (Intermediate)
- Using Microsoft Publisher
- Using SIMS software package
- Working with Databases

General Requirements:

- Attend scheduled meetings
- Actively seek to develop professionally
- Participate in the school appraisal process

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

Postholder

Name

Signature

Date

Headteacher

Name

Signature

Date