



Job Description

Job Title	School Receptionist/Office Administrator
Location:	Peak School, Buxton Road, Chinley, Derbyshire, SK23 6ES
Hours per week:	25 hours over 5 days.
Weeks worked per year:	39 weeks per year (Term Time Only)
Reporting to:	Operations Manager
Salary Scale:	Grade 6 (Pay Point 6)
Actual Salary:	£15,100 per annum

Job description

Main Purpose of Role:

- To provide a high-quality front of house service to pupils, staff and visitors, whilst maintaining a professional, calm manner.
- To administer the clerical systems and reception service of the school on behalf of the Headteacher.
- To ensure the secure operation of the school's computer-based administration systems and Management Information System (Arbor).

Principal Accountabilities:

<p>Main Duties</p>	<ul style="list-style-type: none"> • To liaise with all staff, pupils, parents and representatives of external agencies appropriately. • To act as the first point of contact for visitors and telephone calls, ensuring calls are answered promptly and professionally and ensure accurate messages are passed on in a timely manner. • To welcome visitors to the school, following safeguarding and sign-in procedures and issuing ID badges. • To control the school's main entrance security system ensuring appropriate security checks are adhered to. • To carry out a range of general administrative tasks ensuring that all office administrative systems are followed and operated in line with School Policies and Procedures. • To support the Headteacher, diary management, arranging and attending meetings, taking and writing up minutes, keeping records, liaising with parents and external agencies. • To prepare and maintain accurate pupil records, including attendance files using the Management Information System. • To operate the school's Management Information System, inputting school meals that have been taken and acting as a first point of contact for Parents/Carers. • To support with the administration of pupil EHCP (Educational Health Care Plans) reviews, overseeing the review process from start to finish. • To ensure that stocktaking for first aid equipment, stationery, computer consumables and general supplies is carried out and stocks maintained. • To ensure that the computer-based and manual filing systems are maintained. • To supervise the operation of the telephone system. • To coordinate school events when necessary. • To provide some ICT support as and when necessary.
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<p>Other General Requirements</p>	<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust. • To take and be accountable for all decisions made within the parameters of the job description. • Participate with performance management and training and activities that contribute to personal and professional development. • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities. • Provide a high standard of customer service in all dealings internal and external to the MAT . • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. • The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. • Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.
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Person specification

Criteria	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • Good qualifications in English and Mathematics to GCSE level. • Experience of working in a busy administrative or reception role, ideally in a school or similar busy environment. • IT literate - sound working knowledge of all MS Office applications or similar and MIS systems. 	<ul style="list-style-type: none"> • Business admin qualification. • Training in/understanding of school Management Information Systems.
Knowledge and Abilities	<ul style="list-style-type: none"> • Awareness of data protection issues/Freedom of Information Act. • Understand the need for confidentiality and sensitivity. • Understanding of safeguarding policy and guidelines. • To manage data accurately with attention to detail. 	<ul style="list-style-type: none"> • School/office systems.
Attitudes and Ethos	<ul style="list-style-type: none"> • To be professional and courteous at all times. • To deal with confidential matters using tact and discretion. • Exceptional levels of customer service skills. • Ability to work in and support a team. • Conscientious and hard working. • Organised and a good manager of time and workload. 	