



BEAUCHAMPS HIGH SCHOOL

Job Description



Beauchamps High School

Job Description

Job Title:	Administration Assistant – Student Reception
Grade:	LGS Scale 3 (pts 5-6)
Hours:	37 hours per week, 38 working weeks per year (Mon-Thurs 8:00am – 4pm, Friday 08:00-3:30pm)
Responsible to:	Supervisor (Student Reception) /Medical and Attendance Manager and Senior Leadership Team
Purpose of the job:	To provide reception and clerical/administrative support within the Student Services/Reception area. To provide cover where required in other support areas of the school in particular Reprographics and Medical.

Duties and Responsibilities will include:

Student Reception:

- Incoming and outgoing calls for student matters, including making calls on behalf of teaching staff
- Signing in/out of students
- Ensuring registers are completed in a timely manner
- Use SIMS system and provide data as required
- Liaison on attendance and student issues with LA
- First Day absence calls from and to parents
- Monitoring Sixth Form attendance
- Point of contact for classroom incidents
- Small money loans (bus fare) and follow up unpaid loans
- Messages for students – forgotten lunches/PE kit etc
- Log and respond to student requests to use toilet during lesson time
- Assistance to Exams Office: taking students mobile phones/electronic devices during exam periods and contact home for absent candidates
- Assistance for First Aid when required
- Organising and distribution of students' photographs
- Student filing, including forwarding of paper files to new schools
- Ordering of stationery for student reception
- Keep a file on student entertainment licences
- Inputting onto SIMS paper registers as required
- Issuing/authorising YOTI Citizenship cards to students
- Produce a fire register for fire drills
- Issuing fine letters to parents who take students out of school during term time, and applying to Essex County Council for fines to be issued



- Administration of Free School Meals
- Sixth Form attendance tracking
- Meal ticket loans – calling parents
- Assembly registers
- Produce cycle passes to students who cycle to school and keep a log
- Keep an up-to-date list of how students travel to school and bus routes used.

Cover:

- To provide cover when required in Student Reception, Main Office Reception and First Aid areas during periods of staff absence.

The duties of the post may be varied from time to time to suit changing circumstances at the discretion of the Headteacher