

# Job Description

<b>Job Title:</b>	Reception & Administrative Assistant
<b>Date last reviewed:</b>	October 2025
<b>Grade of post:</b>	GRADE 6
<b>Location:</b>	Meadowbrook College
<b>Line Manager:</b>	School Business Manager
<b>Disclosure Level:</b>	Enhanced DBS

## Job Purpose:

- Working co-operatively, as part of a team to provide efficient and effective secretarial and administrative support to all programme areas within Meadowbrook College.

## Administration

- Act as a first point of contact for the service, including general enquiries and reception; answer enquiries including some of a complex nature; redirect more complex enquiries appropriately.
- Process and respond promptly to incoming communications (post, telephone, fax, email, face to face), accurate message taking, copying and distributing information as necessary.
- Produce a range of documents including letters/emails and presentations to a good standard by the required deadline.
- Produce and submit reports/returns as required and to deadlines including preparation of termly reports
- Undertake general clerical and administrative tasks to support the programmes as required (e.g. post processes, photocopying, scanning).
- Data input ensuring Meadowbrook College information system is accurate and up to date at all times

## Attendance

- Collate student attendance for sites, including contacting parents/carers for reasons of absence.
- Input daily attendance data accurately into the school's management information system and CPOMS.
- Ensure registers are accurately taken in a timely fashion
- Daily 'first day response' with parent of absent students using a variety of tools, working in a cohesive and effective manner, in order that daily routines are well managed
- Complete all, paperwork in connection with attendance to a high standard, with an eye for detail and accuracy
- Complete correspondence and answer telephone calls as necessary.
- Handle all enquiries from parents and outside agencies.

## Admissions

- Process all new admissions in a timely manner
- Complete student admission, change and leaver forms accurately and in a timely fashion, send out internally

- Ensure all transport has been requested in a timely manner, liaising with home schools where necessary

### **Generic Responsibilities**

- Comply with policies and procedures relating to safeguarding, child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Contribute to the overall ethos, work and aims of the Academy
- Undertake any other duties that can be accommodated within the grading level and nature of this post

### **General responsibilities as part of the Trust**

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- 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.

### **Safeguarding Statement**

*Meadowbrook College and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*