



Bramley C of E Infant and Nursery School
An Academy in the Good Shepherd Trust

Birtley Road, Bramley, Guildford, GU5 0HX
Telephone: 01483 892346
Email: office@bramley.surrey.sch.uk
www.bramley.surrey.sch.uk
Headteacher: Mrs Naomi Strickland



Job Title: Receptionist/Office Administrator

Job Purpose:

- To provide efficient and effective administrative and reception support as a member of our school's office team.
- To be the first point of contact for visitors and the general public as well as staff and Pupils and to promote a professional and friendly point of call to all.
- To be first Aider to pupils and staff.

Responsible to Trust Business Manager

Key Accountabilities

Communication

- Meet/greet visitors to the school and assist with their enquiries.
- Implement procedures for visitors signing in and out; check ID, issue visitor lanyards etc.
- Answer telephone calls and transfer and/or take messages for other members of staff and deal with queries and enquiries as necessary.
- Provide First Aid to pupils and staff.
- Manage the signing in system and monitor the signing in and out of pupils.
- Make telephone calls to parents, other educational establishments/agencies etc as required.
- Access data from the School's Management Information System (Arbor).
- Manage all emails sent from school via Arbor. Provide general confidential administration service to include word processing, correspondence, reports, mail, school diary management, appointments and meetings, maintain general and confidential filing systems, provide hospitality as required.
- Administration and general maintenance of the website.
- Admissions – manage all aspects of School admissions from initial enquiries through to starting / leaving dates; liaising with the local authority and the child's previous or next school.
- To ensure the dinner numbers are taken accurately and the school kitchen is informed with numbers promptly.
- To manage enquiries for in-year admissions.
- Prepare starter packs for all new families and enter all family information onto the school database.
- To ensure the implementation of the school's Attendance policy and procedures.
- To provide administrative support to the Senior Leadership Team regarding attendance. This includes drafting and dealing with correspondence; monitoring information gathered and presenting it in appropriate formats on an agreed regular basis to support them in identifying concerns and interventions required.
- To attend and contribute to attendance meetings with parents and carers as required.
- To monitor the attendance of vulnerable groups of students and liaise with the relevant staff.
- To provide information for the Education Welfare officer as and when required and liaise with them regarding students who need to be monitored.



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Other responsibilities

- Ensure confidentiality is observed at all times and abide by the Data Protection Act 2018 ensuring the safe disposal and recording of any confidential waste Update Arbor with data about children, including personal information, contact details, medical information, SEN details.
- Undertake filing, reprographics and resource preparation.
- Maintain the reception area, including updating noticeboards.
- Manage, redistribute and dispose of lost property.
- Prioritise workload to ensure the completion of work to specific deadlines.
- Support in other areas of the school if they are short-staffed over the lunch period.
- Support with putting tables and benches out in the hall ready for lunchtime if required.
- Administer first aid and medication if/when required.

Policy and Compliance

- Adhere to established processes, standards of service delivery and use of equipment to support any associated regulatory or technical compliance requirements.
- To work within and comply with safeguarding and child protection policy and procedures.
- Ensure all school policies are up to date.
- Comply with the requirements of the Data protection Act and maintain strict confidentiality
- Further develop her/his knowledge, skills and experience whilst in post

Work with others

- Receive and respond to everyday enquiries from stakeholders to provide a timely, courteous and efficient service.
- Develop strong relationships with partners and stakeholders to deliver a timely and efficient service – flexible team player is essential.
- Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures.

Values: To uphold the vision, values and behaviours of the school and be sympathetic to the Christian beliefs.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Note: This job profile is subject to review and amendment in consultation with the Headteacher and Trust Business Manager so that the role continues to develop in line with the needs of the school. The job profile is not a definitive list but includes the principal responsibilities of the post.



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Person Specification – Receptionist/Office Administrator

Qualifications Essential

GCSE Grade A-C or equivalent in at least English and Maths.
Good Keyboard skills and working knowledge of Microsoft Word, Excel and email.
Willingness to undertake First Aid training.
Willingness to undertake any relevant training.

Desirable

Paediatric First Aid.
Knowledge of Arbor and Tucasi.