



## JOB DESCRIPTION

**This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment**

**Post Title:** Receptionist / Admin Assistant

**Responsible to:** Business Manager

**Purpose of the Job:** To act as the initial point of contact for parents, visitors and other stakeholders and be an ambassador for the school.

To embody the value, vision and ethos of the school in all interactions.

### Main Responsibilities

1. To provide an efficient and effective Reception facility welcoming staff, students and visitors to the school.
2. To ensure that all safeguarding procedures followed with regards to visitors to the site including monitoring that the site's security is maintained.
3. Ensure that registers are fully completed each morning, using SIMS, including:
  - Ensure that all Years 5 and 6 who have permission to walk to school alone are in school or have a reason provided for their absence. In the event that nothing is known to contact parents immediately and inform the Headteacher.
  - Phoning families in the event that no reason has been provided for absence.
  - Recording all late comers and sending out late letters as necessary.
  - Recording persistent absentees on Edukey/MyConcern in consultation with Headteacher/Business Manager.
4. Operate the switchboard and resolve at point of first contact, liaising with other staff as necessary.
5. Be responsible for monitoring the Admin email address and ensure that emails are forwarded in line with agreed timescales.
6. Ensure that information is accessible for visitors to the school and that any information boards and/or display screens within the Reception area are kept up-to-date as directed.
7. Use the school's Management Information System to support effective customer support.
8. Under the direction of the Business Manager complete statutory returns including the daily Educational Setting Status for the DfE.
9. Contribute to the efficient operation of the school's administration by undertaking clerical duties as directed by the Business Manager to include (but not limited to):
  - ensure compliance with signing-in records for staff, regular visitors and contractors

- Accepting payments for school visits

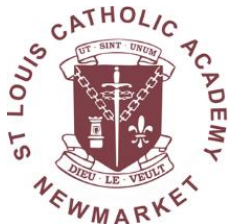
10. Operate reprographic equipment in order to provide a timely and efficient service in accordance with standards required by the Headteacher. Provide administrative support to the teaching team, including copying of resources and laminating.
11. Liaise with the School kitchen to provide dinner numbers each morning.
12. Daily use of Excel, Word, Outlook and Parentmail.
13. In consultation with the Finance Manager, check deliveries of goods and arrange movement around the site as necessary
14. Submit the weekly milk order and monthly return and make amendments as necessary.
15. Undertake any other duties consistent with the post.

**Variation Clause:**

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation

**Flexibility Clause:**

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.



# St Louis Catholic Academy

## Receptionist / Administration Assistant Person Specification



CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Good level of education with A-C in English and Maths.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Carrying out administrative tasks</li> <li>• Dealing with face-to-face and telephone interactions</li> <li>• Working with children or young people</li> <li>• Working and collaborating within a team</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Good oral and written communications skills</li> <li>• Ability to respond quickly and effectively to issues that arise</li> <li>• Ability to plan, organise and prioritise to meet deadlines</li> <li>• Ability to use own initiative and take action accordingly</li> <li>• Excellent attention to detail</li> <li>• Ability to use IT packages including Word, Excel.</li> <li>• Ability to use MIS systems, eg SIMS, My Concern. Training will be provided.</li> <li>• Ability to use relevant office equipment effectively</li> <li>• Ability to build effective working relationships with colleagues</li> <li>• Understanding of data protection and confidentiality</li> <li>• Understanding of safeguarding and commitment to the highest level.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to supporting the Catholic ethos and values of the school and getting the best outcomes for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Embraces change well</li> <li>• Deals with difficult situations effectively</li> </ul>