



Everybody Excelling. Every Day. No Excuses!

Job Description: Receptionist/Admin Officer

Reporting to: SLT

Salary: Scale 5 Point 22-25

Hours: 36.5 hours per week paid Term Time Only
8-12.30, 1.30 to 4.30pm (3.30pm Friday)

Duration: Full Time and Permanent subject to satisfactory 6 months' probation
The Head Teacher and Governors of Randal Cremer School are seeking to employ a new Receptionist/Admin Officer to replace our current Officer who has retired.

Closing Date: Friday 13th July 2018

Interview and Tasks will take place in the week commencing 16th July 2018.

Start Date: 1st September 2018

Purpose of the Job:

- To provide an efficient front of house service for the school; dealing with all callers, both on the telephone and in person, promptly and courteously

Main Duties and Responsibilities

- To deal with all new admissions both at the start of the academic year and mid-year
- Maintaining the Management Information System with specific regard to SEN pupils and pupils with medical needs.
- Scheduling and preparing meetings involving parents, pupils and external agencies with members of the SLT- including the collation of documents and ensuring meetings take place at a time when necessary cover is available.
- Liaise with the Senior Finance Officer relating to work to be undertaken by the office
- To provide administrative support to the SLT especially with regard to preparing papers for Governing Board and External visits.
- Organise the administration of new admissions and assist the Headteacher in arranging parental interviews and appeals
- Provide administrative support in organising safety procedures including fire drills
- Oversee the general administration of school dinners
- Maintain the school's database of pupil attendance records, liaising with teachers and the Education Welfare Officer as appropriate
- Attend meetings and take minutes as and when required.
- Maintain a confidential filing system relating to pupils.
- Be responsible for accounting procedures in the school in regards to school journey and trips, collection of dinner money and school uniform money including the efficient maintenance of stock, petty cash payments and any money collected for charity.
- Receive and distribute mail.
- Collect children from classes for appointments and show visitors to the relevant areas of school.



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- Support the ICT Technician and head Teacher with updating the diary and posts on the school's website
- Accept pupils' mobile phones and other belongings for safe keeping.
- Word process school documents as required.
- Maintain the MIS system in terms of addresses, contact details for staff and children. Support with Year 6 applications and Nursery and Reception admissions.

Hours

To be agreed

Specific Accountabilities

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

Person Specification

Experience:

- Working in a primary school or other education setting supporting learners;
- Taking responsibility and having responsibility;
- Using ICT confidently; especially SIMS, Excel and Word.
- Showing how equality of opportunity can be supported and promoted through this post;
- Showing how to promote the school as a learning organisation Experience of clerical/administrative work
- Experience of handling cash
- Experience of planning and managing tasks in a timely and effective manner and to work to specified deadlines.
- To have an understanding of and commitment to the school's vision and values
- Ability to communicate well in person and in writing
- Willingness to attend some after school events to promote the school and support the efficient administration of admissions
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Qualifications and Training



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- *We are looking to appoint candidates who are educated to at least A level or IB standard and are preferably graduates.*
- 5 GCSE A-C Grades or equivalent, (including maths and English



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Personal Qualities and Attributes

Be able to

- Ensure a welcoming and professional approach to all visitors to all our school.
- Communicate clearly orally and in writing;
- Spell very accurately and write legibly;
- Carry out calculations using the four rules of number (at least GCSE standard);
- Work flexibly and to recognise the specific demands of a school environment;
- Work as part of a team and independently;
- Take initiative, identify and solve problems;
- Deal sensitively and effectively with people;
- Find and use relevant information and refer to appropriate sources of information;
- Respond appropriately to children in a school environment;
- Understand, abide by, contribute to and promote all school policies;
- Respond with empathy to parents and carers;
- Liaise with a range of external providers to ensure high quality service;
- Be able to use a range of ICT to ensure that the impact of interventions is measured, reports and records are kept up to date and the diary of appointments is effectively maintained; and
- Understand the need for sensitivity and up-holding confidentiality when working with external and internal agencies.

Commitment to Safeguarding Children

- To ensure awareness of school policy and procedures regarding Child Protection.
- To become aware of the signs and symptoms of abuse by attending relevant courses.
- To report all causes for concern to the Designated Safeguarding Lead/s.
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To carry out risk assessments in consultation with the teaching staff prior to activities.