



JOB DESCRIPTION

General Information

Job Title: Administration & Reception Assistant **JD Code:** JDA26

Accountable to: Senior Administration Leader / Office Manager (or equivalent)

Typical Contract Basis: Full Time (37 hours per week)
Term Time Only

Job Purpose:

To provide administrative support across all aspects of school administration, including reception, support for attendance, maintenance of student records, communication with parents, administration of finance, and to administer first aid to students when required.

Key Tasks and Accountabilities:

Reception

- To receive visitors to the school and to communicate with courtesy and clarity to all staff, pupils, parents, carers, visitors, outside agencies and the wider community, including answering and redirecting telephone calls.
- To ensure required actions are completed when access to site is requested (i.e. updating visitor list, issuing ID badges etc.)

Attendance

- To support the Attendance Officer (or equivalent) in maintaining accurate attendance records on the SIMS.net or equivalent system and initiate required actions in relation to absent students.

Finance

- To provide administrative support for ordering and payments, including processing orders and invoices and maintaining accurate records.
- To be responsible for the collection and recording of cash from parents and/or pupils and prepare for banking.
- To support in the maintenance of the cashless school payments system.

General Administration

- To provide general clerical and administrative support, for example, photocopying, filing and completing standard forms and returns to the LA and outside agencies, and responding to routine correspondence.
- To maintain and update all administrative, information systems and processes as required, including retrieving and collating information to ensure deliver of a high-level administrative service.



- To maintain accurate student information records within SIMS or equivalent systems, including admissions, leavers and students records.
- To assist with the daily distribution of internal and external mail.

First Aid

- As and when required, to administer first aid to students, and looking after sick pupils, liaising with parents and colleagues as required. *The post holder is expected to undertake appropriate first aid training as organised by the school to maintain an up-to-date first aid qualification.*

In all posts staff will be expected to:

- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate people.
- Communicate with the Trust, LA, outside agencies, parents and the local community and to make contact with any other individuals who have business with the school.
- Participate in training and development activities and programmes, and attend and participate in meetings as required.
- Carry out any other duties reasonably requested by the Principal.

This is not a comprehensive list of all tasks which may be required by the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
A. Education and training	<ul style="list-style-type: none"> • Good general qualifications at least to GCSE (or equivalent) particularly in English and maths; • Willingness to undertake first aid training 	<ul style="list-style-type: none"> • Evidence of Continuous Professional Development • First Aid
B. Skills and abilities	<ul style="list-style-type: none"> • To have the ability to prioritise and organise own workload • Relate to and work well with others as a member of a team • Good standard of ICT literacy including the use of Microsoft Office 365 and other school software • Establish and develop appropriate relationships with all stakeholders • Communicate effectively, both verbally and in writing, with a variety of audiences • Be able to work under pressure and meet deadlines 	
C. Knowledge & Experience	<ul style="list-style-type: none"> • Worked in an office environment • Worked successfully and co-operatively as a member of a team. • Experience of maintaining manual and computerised records and/or the management of information systems. • Experience of meeting deadlines to ensure the effective management of resources. 	<ul style="list-style-type: none"> • Experience of working in a school office environment • Experience of using SIMS
D. Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school. • Commitment to acting with integrity, honesty, loyalty and fairness • Deals with difficult situations effectively • Ability to relate well to the full range of stakeholders 	
E. Approach to work	<ul style="list-style-type: none"> • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well 	

Once in post, the post holder will:

- continue to maintain and demonstrate high standards;
- demonstrate a commitment to develop themselves professionally;
- vocalise the school's vision and aspirations
- be flexible to adapt to change



- be a role model and act as an ambassador for the Wade Deacon Trust in and outside of the school by speaking positively about the school and Trust in the community, upholding a 'Commitment to Excellence' at all times, and dressing in professional attire appropriate to the role.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.