

**Job Description**

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| **Position:** | Receptionist and School Administrator |
| **Responsible To:** | Business Manager |
| **Responsible For:** | N/A |
| **Grade:** | SC3 |
| **Working Pattern:** | 14 hours a week on Wednesdays and Fridays, term time only |
| **Disclosure Level:** | Enhanced DBS |

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| **Core purpose of the post:**  Working under the direction of the Lead Administrators, ensure the efficient and effective management of the school’s telephone switchboard, and undertake general reception duties. The post holder will also provide general administrative support in the main office.  **Reception Main Tasks**   1. To be responsible for the answering of the main school switchboard. 2. To be responsible for the signing in of 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 general telephone and face to face enquiries. 3. To accept all deliveries and arrange the distribution to the relevant department. 4. To deal with all incoming and outgoing mail and parcels including recorded deliveries. 5. To manage room bookings diary. 6. To maintain and update all administrative and information systems and processes as required, including retrieving and collating information to ensure delivery of a high-level reception and administrative service. 7. Deputise for absent colleagues as part of the office team. 8. To assist with student first aid, lost property and welfare matters   **Administration**  1. Perform computer and word processing duties, including the compilation of staff lists, pupil records, general letters, exclusion letters and curriculum data as directed.  2. Work directly with members of teaching staff in a supporting administrative role, to include filing, photocopying, and collating and related clerical tasks.  3. Prepare and send letters through SIMS InTouch or hard copy.  3. Access and update the SIMS database as directed.  **Wider tasks and duties**   1. Provide administrative and clerical support to staff as directed by the Lead Administrators. 2. Undertake exam invigilation. 3. Undertake lunchtime supervision as required.   **General**   1. To actively support the vision, ethos and policies of the School 2. To promote and safeguard the welfare of children you come into contact with 3. To carry out other duties as are required and as are commensurate with the grade of the post. 4. This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.   **Special Notes and Conditions**  The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff |

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| *This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.* |
| **Person Specification**  **Essential / Desirable (D)**  **Qualifications**  1. GCSE or equivalent English Grade C  2. Level 3 qualified (D)  **Skills and experience**   1. Excellent telephone manner. 2. Very good written communication skills. 3. Ability to deal tactfully and confidently with telephone callers and visitors. 4. Good IT Skills 5. Ability to undertake a wide range of clerical, administrative and general duties. 6. Must be accurate in recording details and make full use of the school’s computer systems. 7. Experience and understanding of SIMS   **Personal qualities**   1. Commitment to and empathy with young people. 2. Tact, patience and discretion. 3. Ability to remain calm, composed and flexible within a busy and demanding environment. 4. Ability to work effectively within a team and on own initiative. 5. Integrity and confidentiality to be maintained at all times. |