

Job Specification

Post Title: Receptionist/Admin Officer

Reporting to: Headteacher or Line Manager nominated
by the Headteacher

Location: Kettlethorpe High School

Grade: 4

Post Ref No: N/A

Service Area: Family Services

Overall Purpose of the Post:

To provide reception and administrative support to the school, under the direction/instruction of senior staff.

Welcome any outside Agencies visiting school and organise smooth transition through school.

Each Agency has different needs so the time spent on each differs accordingly. These can only be determined/assessed on arrival.

Knowledge, skills and experience requirements for the post.

	<u>Essential</u>	<u>Desirable</u>
<u>Qualification/ Training</u>	Induction/basic skills Level 2 Numeracy/ Literacy skills or willingness to works towards	Support Work in Schools (SWiS) Level 2
<u>Skills/ Knowledge</u>	Good Numeracy/ Literacy Skills Appropriate knowledge of First Aid Good understanding and ability to use relevant technology e.g. photocopier Keyboard/computer skills Participate in development and training opportunities Ability to relate well to children and adults Work constructively as part of a team, understanding school roles and responsibilities and your own position within these Confidentiality	
<u>Experience</u>	General clerical/administrative work Significant experience of working in a busy school reception	

Responsibilities and accountabilities

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors with courtesy and hospitality
- Be the first person to deal with enquiries/queries etc from staff, and members of the public and use knowledge of the school to direct them appropriately
- Assist with pupil first aid/welfare duties in the absence of the school First Aider
- Responsible for all confiscated items such as mobile phones, jewellery etc. Log and store, and await parental collection.
- Organise Support Officers to pick up students and take them to Reset. Lesson checks in case of suspected truancy, and locate students for SLT members.
- Ensure that appropriate rooms are booked for external agencies that come into school to see pupils (e.g. Target Youth Support, Intensive Care Support, Youth Offending Team, Reading Matters, Priory etc). Direct these agencies to the appropriate rooms on their arrival and ensure that the children attend their allotted meeting. If children do not attend responsible for finding in school and directing them to their appointment. All this has to be handled with confidentiality and sensitivity.
- During periods of school closure input data entry - the input of set information in preparation for pupil timetables which is then printed and pigeonhole. Also input Data for Options.
- Ensuring that all visitors comply with current DBS legislation
- Responsible for dispatching of all outgoing mail, postal records and distribution of internal mail received from courier and external post
- Maintain manual and computerised records including filing duties
- Keep list of all allocated staff car part permit numbers in case of blocked in members of the staff/visitors.

Resources

- Operate office equipment e.g. photocopier, computer

Responsibilities

- 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 equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as directed by the Headteacher.

Responsibilities for resources

People: None

Budgets: None

Physical Resources: Effective use of resources

Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

Employment checks required of this post:

- Evidence of entitlement to work in the UK.
- Evidence of essential qualifications – see page 1 of this specification.
- Two satisfactory references.
- Evidence of a satisfactory safeguarding check e.g. An Enhanced CRB Disclosure.
- A List 99 check.
- Confirmation of medical fitness for employment.

Date completed: March 2010