

Montgomery Junior School

JOB DESCRIPTION

Job Title	Reception Administrator
Grade	2020 Scale 3 (2019 Band 2)
Reports to	Headteacher and School Business Manager (line manager)
Responsible for	N/A
Liaison with	Staff, parents and other agencies, as required
Job Purpose	Administration and Reception – support the administration team with general duties as required.
Duties	<p>Attendance and Registration</p> <ul style="list-style-type: none"> • To deputise for the Attendance Administrator when absent on all duties relating to pupil punctuality, attendance and general records. • Entering electronic registration and school meals. • Entering absence notes and signing in books to registers. <p>Reception and Clerical</p> <ul style="list-style-type: none"> • To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate. • To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitor's book. • To accept and sign for deliveries as appropriate. • To provide hospitality for visitors to the school. • Complete administration duties for example managing extra-curricular clubs and in-school events. • To effectively use SIMS software and maintain appropriate databases and spreadsheets, as required. • To maintain the school diary. • To be responsible for the sorting and distributing of incoming post and the sending of outgoing post, including the purchase of stamps. • To provide general clerical support as required. • To be responsible for the preparation and maintenance of the manual and computerised pupil data records, <p>Medical and First Aid</p> <ul style="list-style-type: none"> • Regularly maintain up to date medical information and records for all pupils. Ensure all staff are aware of any issues, update medical notice boards and paper files. • Ensure SIMS and pupil files are up to date. • Review at least half-termly. • Administer first aid to pupils as required. • Administer medicine as required within Health & Safety Guidelines and the School's own policy. <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

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General	<ul style="list-style-type: none">• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. <p>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</p>
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PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	NVQ Level 3 or equivalent in administration Experience of working in school administration. Experience of using Capita SIMS. Experience of working with service families.
	Knowledge of relevant policies and procedures	Being aware of and working with school policies in relation to Attendance, Safeguarding and general school policies.
	Literacy	GCSE grade C in English or equivalent
	Numeracy	GCSE grade C in Maths or equivalent.
	Technology	Good working knowledge of ICT including Capita SIMS management system.
Communication	Written	Ability to write reports, letters, etc
	Verbal	Ability to use clear language to communicate information clearly with children and adults. Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively with adults and children.
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Ability to demonstrate that you encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting
	Curriculum	Understanding of the school procedures.
	Child Development	Understanding of child development
	Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing with all pupils.
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults

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	Team work	Ability to work effectively with a range of adults
	Information	Contribute to the development and implementation of effective systems to share information. Provide timely and accurate information.
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to manage own time effectively Ability to meet deadlines
	Creativity	Ability to follow instruction.
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role