



Job Description



Name:

Job Title: **Receptionist/ Administration Assistant**

Band: **Band 2 Whole Range**

Responsible to: Office Supervisor

Responsible for: To provide effective and efficient administration support to the school to ensure the school office is run smoothly and ensure the school reception represents the schools vision and values at all times.

JOB PURPOSE

- To provide an efficient and courteous service to staff, parents and visitors to the school.
- To be the face of Hylands School to visitors and provide a warm and welcome reception

KEY RESPONSIBILITIES

- Reception; answering telephone and taking/forwarding messages, locating staff when required, receiving visitors to the school and ensuring correct records are kept.
- Use Truancy Call when Attendance Officer unavailable – re First Day Absence and update Truancy Call and SIMS as appropriate.
- First Aid. Attending to pupils who are unwell/need first aid, and arranging for their collection by parent/carer as necessary and that they have everything they need for going home.
- Send out emails to parents via Call Parents
- Distribution of Hylands Office emails
- To undertake general administrative duties, as required including reprographics
- Provide facilitation of school communication strategies

Specific Responsibilities

- Manage meeting room bookings through every
- Deal with bookings for the school premises through School Hire.
- Year 5 and Year 6 Taster day sessions, liaising with Key stage 3 co-ordinator, preparing all admin for the sessions.
- Send out Student Star cards and keep record of which students receive them.
- Organisation and Administration of Jack Petchey
- Deal with all business enquires in a professional and efficient manner, passing information to relevant departments.
- Assist the Administration Assistant with the administration of Year 6 Transition.



General Responsibilities

- 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
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- 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.
- 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.

Health and Safety and Student Safeguarding

- Have due regard for the school Health and Safety policy and Safeguarding policy and any such issues particular to their subject
- Follow school procedures for reporting Health and Safety incidents or near misses
- Familiarise yourself with fire regulations and procedures
- Have due regard for student safety and report any concerns to the appropriate school body
- Complete relevant annual TKAT on-line training courses

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Signed:

_____ Post Holder
_____ Line Manager
_____ Head of School

APPENDIX 1: Person Specification

General heading	Detail	General Examples	Specific examples (where
Qualifications & Experience	Specific qualifications & experience		Successful experience of administrative work in a busy school environment
	Knowledge of relevant policies and procedures		Working knowledge of general school policies and procedures
	Literacy		Good reading and writing skills
	Numeracy		Ability to count and undertake
	Technology		Ability to use photocopier Ability to use word processor,
Communication	Written		Ability to complete detailed
	Verbal		Ability to exchange verbal information clearly and sensitively
	Languages		Overcome communication
	Negotiating		Ability to consult with colleagues
Working with children	Behaviour Management		Understand and implement the school's behaviour management
	SEN		Good Understanding and support the differences in children and
	Curriculum/School organisation		Good understanding of the learning experience provided by
	Child Development		Good understanding of the way in which children develop in relation
	Health & Well being		Understand the importance of physical and emotional wellbeing
Working with	Working with		Understand the role of others