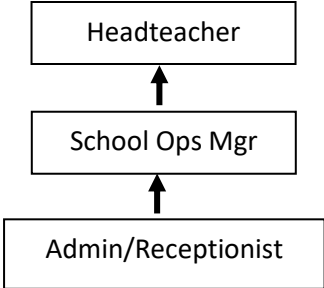


<b>Job Description</b>	
<b>School</b>	Keep Hatch Primary School
<b>Post holder</b>	
<b>Job Title</b>	Temporary School Administrator/ Receptionist
<b>Employment Status:</b>	Fixed Term until 23/07/24 (Term Time Only)
<b>Salary Scale</b>	Salary Grade 3 SCP 5
<b>Hours of Work:</b>	8:30 - 3:30 (Term Time Only) <i>Hours can be negotiable and part-time considered</i>

<b>Job Purpose</b>
<ul style="list-style-type: none"> <li>• To be an ambassador for the school when meeting parents and other visitors and to act as a first point of reference when people arrive</li> <li>• To provide secretarial, clerical and administrative support to the Senior Leadership Team and School Operations Manager</li> <li>• Contribute to the overall ethos/work/aims of the school and meeting the needs of the children</li> <li>• Be aware of and support difference and ensure equal opportunities for all</li> </ul>

<b>Skills / Abilities</b>
<p><u>You must be able to:</u></p> <ul style="list-style-type: none"> <li>• communicate effectively with both children and adults</li> <li>• Respect confidentiality</li> <li>• Always remain a calm, positive and professional approach when dealing with visitors and telephone enquiries.</li> <li>• Maintain a tidy and organised office environment conducive to efficient working practices</li> <li>• Attend training, courses and meetings as necessary and participate fully in performance management processes</li> <li>• Use Microsoft Office programmes including Outlook, Word, Excel, Powerpoint and Publisher</li> <li>• Use a pupil database system e.g SIMS</li> </ul>

<b>Organisation chart</b>	<b>Summary of main contacts</b>
 <pre> graph BT     A[Admin/Receptionist] --&gt; B[School Ops Mgr]     B --&gt; C[Headteacher]           </pre>	<p>Teachers Pupils Parents Governors Other school staff Other professionals LEA</p>

## **Main Tasks/Accountabilities**

This is not intended to be an exhaustive or definitive list; you may be required to carry out other duties as required.

### **1. Reception**

- Undertake day to day administration duties as directed by the line manager, including dealing with day to day correspondence, telephone calls, standard letters, reports etc. receive and distribute school mail.
- To be responsible for the typing, updating, photocopying and the distribution of all pupil letters, weekly newsletters and forms, including: school policies, staff manuals, etc
- Model excellent professional relationships with children, parents and other professionals in the school
- Provide an excellent administrative service to all sections of the school community regardless of race, sex, background or age
- Perform Receptionist duties throughout the school day: acting as first point of reference for callers, children, parents, visitors and telephone enquiries.
- Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, referring more serious matters to appropriate member of staff
- Adhere to school procedures and ensure that staff receive messages (telephone, email, face-to-face) promptly and accurately
- Administrative support for members of the Senior Leadership Team and Governors.

### **2. Administration**

- Provide general confidential secretarial service to SLT and School Operations Manager and other staff, to include word processing, correspondence, reports, references, mail, diaries, appointments and meetings, maintain general and confidential filing systems, provide hospitality as required
- Sort and distribute mail
- Maintain high standards when managing confidential information, complying with the school's data protection procedures and legal requirements at all times
- Photocopy and send out letters

### **3. Accountability, Performance and Line Management**

- Regularly review own practice, set personal targets and take responsibility for own personal development
- Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required
- Continue to learn and develop as a professional, completing induction, attending relevant training to update knowledge and skills, enhancing qualifications
- Model high professional standards and be a responsible and effective member of staff, attending regular meetings with Head Teacher and Deputy Head as appropriate
- Appreciate, respect and support the role of other professionals

### **4. Safeguarding**

- Comply with policies and procedures covering child protection, health, safety and security
- Contribute to safeguarding the welfare of children in the school
- Maintain the security of property in a way that is consistent with procedures and legal requirements, reporting any concerns about safety and security to the appropriate person
- Maintain the visitors log book and ensure all visitors and contractors can be identified by wearing clearly visible badges and are presented with the Safeguarding leaflet on arrival

Signed \_\_\_\_\_

Date \_\_\_\_\_