St. George’s C of E Academy Newtown
Job Description: School Receptionist

Reporting to: Office Manager
Salary: Grade 2 Point 4
Hours: 36 hours

The Role
- To provide a high standard of secretarial, administrative and management support in order to assist in the smooth running of all academy activities.
- To provide a welcoming school reception presenting a positive image of the academy.
- To take a specialist role in one of the administrative areas covered by the administration team

Key Responsibilities
Administrative Support
- To support the academy in a full administrative capacity, including:
  o producing correspondence and reports, sometimes of a confidential nature
  o dealing with telephone and personal enquiries efficiently and effectively in a way which promotes a positive image of the academy
  o making maximum use of the academy’s information and communication technology
  o Effective communication with parents, carers, and other education professionals via various media (written, oral, SMS text messaging etc.)
- To meet and greet academy visitors, displaying due courtesy and tact, in order to ensure that visitors are welcomed into a friendly and professional environment
- To assist with relevant meetings as requested
- To assist with creating documents (including presentations and spreadsheets) from scratch, ensuring finished documents are to an excellent standard.
- To maintain full and accurate pupil records including individual folders and electronic records stored on the academy management information system
- To take lead responsibility for the records of one year group
- To provide reports, as requested, for the Principal, SLT, the Department for Education, BDMAT and other staff, ensuring the provision of accurate and appropriate information to relevant parties

Reception and Welfare
- To undertake academy reception duties answering routine telephone and face to face enquiries, responding to school access buzzer and signing in visitors
- To show visitors around the school where necessary
- To ensure first aid room is suitably stocked
- To be a first aider
- To liaise with parents and medical professionals, where required, if pupils are unwell
Examinations
- To assist in the conduct of SATs and other internal assessments. This may include:
  - Dissemination of information to staff
  - Invigilation of assessments, examinations or controlled assessments
  - Receiving and checking of papers
  - Opening and maintaining security of papers
  - Packaging of scripts
  - Assisting with the administration of requests for reviews or marking

Assessment Data
- To assist in the collection, maintenance, reporting and analysis of assessment data. This may include:
  - The maintenance of base student assessment data e.g. KS2 data, reading ages, UPN numbers
  - The production and printing of student reports including reports for progress days, reports for parents’ evenings, reports for colleges etc.
  - To assist the Data Manager in any other aspect of data related work

Admissions
- To assist the office manager with the admissions processes, liaising with the local authority, teachers and parents/carers as required, including:
  - Meeting and greeting prospective parents/carers and helping with queries regarding admissions to the academy
  - Managing the collection of data for the new intake of pupils each year
  - Managing the collection of data for any in-year admissions
  - Maintaining and accessing the waiting list
  - Answering all admissions queries
  - Obtaining and uploading ctf files to the academy’s MIS
- Specialist: To learn the end to end admissions process, ensuring student enrolment is in line with the academy’s policy.
  - To build extensive knowledge in this area, supporting the other administrators in this area and deputising for the Office Manager as required.

Cover
- To assist in the academy’s requirements regarding cover arrangements. This may include:
  - Record of staff absences
  - Assist with assigning cover for staff
  - Distribution of cover arrangements
  - Respond to adhoc changes in cover requirements
- Specialist: To learn the whole cover process to a level so as to deputise for the Cover manager and provide support to the other administrators in this area

Timetable
- To assist in the maintenance of the academy’s timetable. This may include:
  - Undertake student population; record of movement between groups
  - Undertake bulk-print and adhoc print of student timetables
Reprographics
- To provide a reprographics service to the academy, producing accurate copy in a timely manner
- **Specialist:** To learn the mechanics of the reprographics machine, liaise with the supplier regarding repairs, and advise the other administrators on the use of the copier

Other
- To undertake training and development relevant to the post and in line with the academies priorities
- To undertake any task as directed by the Principal, Finance & Resources Director, other SLT or Office Manager.

**Person Specification: School Administrator/ Receptionist**

**Qualification Criteria**
- Right to work in UK
- Maths and English GCSE or equivalent at grade C or above
- Relevant qualifications in office administration and IT applications desirable.
- First Aid (or willingness to undertake)

**Knowledge and Experience**
- Experience of administration ideally within a school context
- Experience of using databases and MIS

**Personal Characteristics**
- Genuine passion and a belief in the potential of every pupil
- Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
- Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Keen to learn and further develop own skills
- Exercises sound judgment, especially relating to confidentiality and discretion.

**Specific Skills**
- Excellent written and oral communication skills
- Good IT skills, including the ability to confidently use Microsoft Word, Excel and Outlook
- Willingness and ability to learn and operate new IT systems and databases
- Excellent administrative and organisational skills
- Understands the importance of confidentiality and discretion
- Ability to prioritise workload and hit deadlines.
Other

- Commitment to the safeguarding and welfare of all pupils
- Willingness to undertake training
- The post holder will be subject to an enhanced Disclosure and Barring Service check.