

Broad Horizons Education Trust

HILLSIDE AVENUE PRIMARY AND NURSERY SCHOOL

JOB DESCRIPTION

POST TITLE: Receptionist and Administrative Assistant
RESPONSIBLE TO: Responsible to the Headteacher/Deputy Headteacher
GRADE: Scale C4
POSTHOLDER: TBC

GENERAL RESPONSIBILITIES:

1. To provide a high standard of word processing and clerical support to the academy, its teachers and pupils by working flexibly with other members of staff, ensure that duties are carried out efficiently and effectively. To increase and maintain high pupil attendance levels at the academy.

SPECIFIC DUTIES

1. To undertake basic secretarial support and word processing and other IT based tasks, both of a general nature as may be required to meet the needs of the Academy, and in respect of support to staff as required.
2. To undertake receptionist, switchboard and messenger duties within the Academy. To receive and reply promptly to any telephone and other messages, dealing as appropriate with routine enquiries. To ensure that visitors and callers to the school are courteously and correctly received and provide hospitality as required.
3. To undertake the administration of school applications.
4. To open and distribute incoming mail, despatch outgoing mail and assist with general postal arrangements.
5. Maintain and update the school's database, as appropriate.
6. To undertake general clerical duties of a routine nature which could include:
 - (a) Personnel/staffing administrative matters, for example, maintaining confidential staff records, completing appointments details, etc.;
 - (b) Completion of staffing and other returns;
 - (c) Assisting with the preparation of forms, maintenance of records/registers, computerised data and management information such as pupil admissions/leavers etc. Monitor pupil attendance and highlight any attendance problems to the Executive Headteacher/Assistant Headteacher, completing any administration work as required.
 - (d) Responsibility for the administration of the School Single Central Record (SCR)
 - (e) Preparation of School Workforce Census for review.

- (f) Assist with ordering and storage of supplies;
 - (g) Collect, receive and record money e.g. school meals and school trip money.
7. To undertake clerical and administrative support including photocopying, filing and emailing.
 8. To undertake routine financial and administrative procedures for the Academy.
 9. To obtain quotes for coaches and liaise with teachers over school visits.
 10. To manage and update pupil's records for families who are eligible for Free School Meals and process the applications. To encourage all eligible parents to apply and ensure that parents of children eligible for universal infant meals complete the school meal form.
 11. To assist the Leadership team at the Academy in administrative and organisational tasks as required.
 12. To undertake any other duties that are within the scope of the post, as determined by the Headteacher.

WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out, and not part of it may be so construed.

A working week of 21 hours will be undertaken Monday to Friday; this can only be changed under negotiation with both parties.

REVIEW:

The job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the postholder through the Academy's Staff Support and Development Programme. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the postholder's professional responsibilities and duties.