

**Executive Headteacher:**

Mrs Razia Ali

**Head of School:**

Mrs Lucy Goodfellow

**Deputy Headteachers:**

Mrs Elizabeth Saunders

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**C.E.O:**

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**School Receptionist/Admin**

**Grade: GR2**

**Job Description**

1. **Job Purpose**
   1. To provide a professional, efficient and customer focused service as the first point of contact for all Wyndcliffe Primary School pupils, parents, visitors and other stakeholders.
   2. This post holder will provide clerical, and administrative support to the Senior Leadership Team and school to enable the delivery of a professional and efficient and administrative service
2. **Key Responsibilities**
   1. Telephone and Reception duties.
   2. To welcome all visitors to the school, following all safeguarding procedures.
   3. General Administration duties including whole school photocopying, Word Processing and laminating.
   4. General clerical support to the admin team and teachers.
   5. Establishing contacts with a variety of outside suppliers of goods or services.
   6. Assistance in collecting and reconciling school monies and providing statistical information as required and administering free school meals.
   7. Assistance in for administering school’s admissions procedures and accurately maintaining the pupil related information system
   8. Liaising with staff for organising school visits, camps and extra-curricular activities
   9. Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
   10. To ensure all tasks are carried out with due regard to Health and Safety
   11. To undertake appropriate professional development including adhering to the principle of performance management.
   12. To adhere to the ethos of the school
       1. To promote the agreed vision and aims of the school
       2. To set an example of personal integrity and professionalism
       3. Attendance at appropriate staff meetings and parents evenings
   13. Any other duties as commensurate within the grade in order to ensure the smooth running of the school
3. **Supervision Received**
   1. Supervising Officer’s Job Title: Senior School Secretary
   2. Level of supervision:

1. Regularly supervised with work checked by supervisor

2. ~~Left to work within establishment guidelines subject to scrutiny by supervisor~~

~~3. Plan own work to ensure the meeting of defined objectives~~

1. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title** | **Grade** | **No of Posts** | **Level of Supervision** (as in 3.2 above) |
| **Receptionist/Admin** | **2** | **1** | **3.2.1** |

1. **Special Conditions**
   1. None

**Person Specification**

**Method of Assessment (MOA)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| AF Application Form | C Certificate | I Interview | T Test or Exercise | P Presentation |

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **MOA** |
| **Education/**  **Qualifications**  NB: Full regard must be paid to overseas qualifications. | A good standard of numeracy and literacy. | AF/C  AF/C |
| **Experience**  Relevant work and other experience | Experience of working in an office environment  Experience of working in a school office (Preferred)  Experience of a wide range of administrative functions | AF/I  AF/I  AF/I  AF/I |
| **Skills & Ability**  e.g. written communication skills, dealing with the public etc. | An ability to fulfil all spoken aspects of the role with confidence using the English Language  as required by **Part 7 of the Immigration Act 2016**  Good working knowledge of Microsoft office (Word and Excel)  Excellent interpersonal skills  Good organisational skills  Ability to work collaboratively.  Ability to interpret varying situations and solve problems on a day-to-day basis.  Ability to work with autonomy within set boundaries  Ability to cope with conflicting demands, deadlines and interruptions  Ability to meet the physical demands of the post | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Training** | Interest in own personal development and willingness to undertake further training | AF/I |
| **Other** |  |  |

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

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