



SHIPSTON HIGH SCHOOL

Job Description

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

POST TITLE: Receptionist/Administrator

POST LEVEL: Band D, Spinal Points 3 - 4

WORKING HOURS: As per contract (including half hour unpaid lunch) term time plus inset days

Job Purpose:

To provide an efficient and courteous reception service in main reception or student services for the Academy, being the first point of call for visitors, students and parents in particular. Also provide general administrative support to other areas of the school as delegated by the Business Manager or Headteachers PA.

Duties and Responsibilities:

- ICT, Secretarial & General Office - Undertake a wide range of clerical duties, data input, SIMS input, general secretarial duties as required by the head teacher. Maintenance of stock and stationery, filing, word process letters and other teaching aids.
- As a member of the Reception Team, be the first point of contact and provide a welcoming and efficient reception service to visitors, parents, students and staff. Deal with telephone calls in a courteous and professional manner, taking messages, managing visitor access and assisting with all duties associated with the reception office.
- Data collection update for students. Including new admissions YR6 & 7
- To mark in all late pupils using proprietary software & SIMS if required.
- Data Input - Use of the SIMS.net school computer application – training will be provided.
- Assist with the maintenance of the school's database of computerised and manual student records. Assist in the production of school documents. Assist with the production of Free School Meals entitlements, returns and statistics.
- Have responsibility for distribution (internal & external) of post on a daily basis.
- Take minutes at meetings as/if required.
- Undertake general filing, reprographics work, and other routine office tasks as required.
- Maintenance and updating of records – both computerised and manual, e.g. student lists and profiles, examination entries, student data information sheets.
- On occasion the school may require the candidate to act as an invigilator or a reader/writer for SEN students during school examinations (training will be provided)
- Be willing to undertake First Aid training and act as a designated First Aider.
- Provide supervisory cover in the school dining hall as and when required
- Provide support and cover within the Admin team as necessary.
- Exclusions Paperwork

- Departmental letters checked and sent out on edulink
- Carry out any other reasonable duties and responsibilities within the pay grade as directed by the Business Manager.
- **Notes**
- Working hours will be between 8.00 a.m. to 4.00 p.m. Mon – Thurs 8.00 a.m. to 3.30 pm. Fridays with half an hour unpaid lunch break.
- The job description is not necessarily a comprehensive or definitive description of the post. It allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out. It will be reviewed regularly and may be subject to amendment at any time after consultation with the post holder.

Shipston High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.

Person Specification:

ATTRIBUTES	JOB REQUIREMENTS - Essential	Desirable
Knowledge	A general understanding of; • general office procedures • managing a busy reception • communication with students and visitors	School experience
Skills	• proven knowledge of Microsoft Office	
Abilities	• to communicate effectively with children, visitors, and staff of the school • to prioritise own workload, and work competently and confidently under pressure • to adopt a flexible but organised approach to tasks and to work as part of a team as well as alone • to undertake further training when required • Excellent ICT and secretarial skills	
Educational Achievements	• good standard of general education, including English and Mathematics at GCSE grade C or equivalent • Appropriate office based qualification or experience	RSA2 or other ICT qualifications SIMS.net
Experience	• in a clerical/office environment	Previous experience of school office procedures