

KEPIER



JOB DESCRIPTION

Job Title: Reception Manager & Administrative Support to Senior Leaders

Salary Scale: NJC

Full time Equivalent: £30,559 to £32,654

Contract type: Permanent

Contractual hours: 37

Point Range: 18 - 22

Actual: £28,796 to £30,770

Start Date: August 2025 (TBC)

Weeks per year: Term Time plus 20 days

Hours to be worked: Mon–Fri, 7.45am–3.45pm (one 3:15pm finish/week)

Lunch: 30 minutes

Purpose of the Role:

To oversee Reception operations and administrative support within the school, fostering a warm and efficient environment for learners, staff, and visitors. This role provides essential assistance to senior leaders, managing diaries, coordinating meetings, facilitating cover arrangements and overseeing First Aid.

Key Responsibilities:

Reception Management

- Lead the daily running of Kepier's reception, ensuring a professional and welcoming environment for learners, staff, and visitors.
- Manage visitor enquiries, phone calls, and emails, providing clear and timely responses.
- Oversee safeguarding compliance for visitor access, maintaining accurate records of site entry.
- Coordinate administrative requests, ensuring accuracy and efficiency.
- Ensure reception and administrative tasks are completed with attention to detail and to required deadlines.
- Line manages the reception team.

Administrative Support to Senior Leaders

- Provide diary management, coordinating senior leaders' meetings, appointments, and engagements.
- Attend key meetings, taking minutes, tracking action points, and following up on decisions.
- Prepare documents, reports, and correspondence, ensuring accuracy and alignment with school priorities.
- Support leadership teams with event planning, school communications, and initiatives.

Cover Administration Support

- Under the direction of the Assistant Headteacher coordinate daily cover arrangements, ensuring staff absences are recorded accurately.
- Update SIMS with cover allocations and communicate staff changes promptly.
- Liaise with supply agencies, ensuring teaching provision is maintained and complies with safeguarding protocols.
- Line management of Cover Supervisors.

First Aid Oversight & Medical Administration

- Lead on First Aid within the reception team, ensuring trained staff are available and procedures are followed.
- Maintain accurate First Aid records, ensuring compliance with health and safety policies including the completion of IR1 forms.
- Oversee stock levels for First Aid supplies, ensuring timely replenishment while managing costs.
- Liaise with pastoral teams to support learners health needs, including medication administration where appropriate and the coordination of Individual Health Care Plans
- Ensure clear emergency response protocols are followed in First Aid situations.

Data Management: SIMS & Compliance

- Update SIMS with any amendments to learner's details including medical needs.
- Ensure compliance with GDPR, safeguarding regulations, and school data policies.

General:

- To promote and safeguard the welfare of the children and young people that you are responsible for or come into contact with.

Responsible to: Headteacher, Assistant Headteacher .

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified
- The Job Description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.

Safeguarding

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but follow SSCB (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children's Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

Signed (Employee)..... **Date**.....