

# KEPIER



## JOB DESCRIPTION

**Name:**

**Job Title:** Reception Administrator

**Salary Scale:** NJC

**Point Range:** 3-4 FTE £24,796 to £25,185 (Actual £23,365 to £23,732)

**Permanent Contract**

**Starting on:**

**Contractual hours:** 37 per week

**Weeks per year:** 38 weeks + 4 weeks

**Hours to be worked:** Monday to Friday: 8.00am – 4.00pm

There will be one day Monday - Thursday where you will finish at 3.30pm as agreed by your Line Manager and Assistant Headteacher.

**Lunch break:** 30 minutes (flexibility will be required)

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### **Purpose of Job:**

To provide an outstanding reception service to all visitors, staff and learners.

To provide an effective reception function for the school and to undertake administrative duties.

Contribute to the smooth running of the school's main office and reception.

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### **Principal Duties:**

- As the first point of contact, ensure safeguarding procedures are strictly adhered to in line with Keeping Children Safe in Education regulations.
- To provide an initial point of contact for the school, ensuring that visitors to the school and telephone calls are dealt with swiftly and professionally, recording and maintaining visitor and postal records.
- To ensure that all visitors register at reception and have been issued with a security pass in accordance with current safeguarding guidance. To take visitors to other parts of the school if required to do so.
- Be responsible for recording and securely storing incoming cash with due regard to audit requirements. Including the management and use of ParentPay.
- Create reports and use the school's management information system, SIMS effectively.
- Provide support to the designated First Aider, as and when needed.
- To deal with incoming and outgoing post when necessary.
- To be competent in the use of all office equipment.
- To carry out reprographic duties as required, monitoring levels of toners, paper etc where appropriate to ensure the smooth running of the business.
- Use various methods of communication, ensuring that learning is not interrupted. Eg: tannoy and radios.

- Be responsible for the swift production of paper registers as and when required.
- Liaise with parents, public, Year Managers, SLT, teachers and support staff ensuring that communication is effective.
- To attend any training courses as identified by performance management which will assist in carrying out the duties assigned to this post.
- To fulfil office duties in the absence of other front office staff
- Provide support for exam invigilation as and when required.
- Cover office/reception duties during school holidays.
- To work as part of the administration team and under the direction of the Office Manager and to carry out any other routine administrative duties that may be required from time to time.
- Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that is not specified in this job description.

### General Requirements

1. To attend and participate in meetings, training and development activities as required.
2. To participate in schemes of assessment, professional development and review.
3. To establish constructive relationships and communicate with the other agencies/professionals, in liaison with the teacher, to support achievement and progress of learners.
4. To be an effective role model for the standards of behaviour expected of learners.
5. To have due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.
6. Support the exam team when necessary.
7. Work collaboratively to ensure cover during school holiday periods.

### Professional Values and Practices

1. To have high expectations of all learners; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
2. To treat learners consistently with respect and consideration, and being concerned with their development as learners.
3. In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
4. To work collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
5. To reflect upon and seek to improve personal practice.
6. To work within school policies and procedures and be aware of legislation relevant to personal role and responsibility in the school.
7. To recognise equal opportunities issues as they arise in the schools and respond effectively, following school policies and procedures.
8. To build and maintain successful relationships with learners, parents/carers and staff.
9. The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated, and services delivered in a fair and consistent manner.

The post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

Any other duties of a similar nature related to the post, which may be required from time to time. That the post holder will be required to comply with all School policies, including the no smoking policy.

Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that is not specified in this job description.

The post holder must be willing to undertake First Aid at Work training and carry out the role.

The post holder must be willing to undertake Fire Warden training and carry out the role.

**Responsible to:** Office Manager/SLT/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 to follow SSCP (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**.....