# Paxton Academy Sports and Science Administrator/Reception Job Description

**Hours**: Monday to Friday from 8.15a.m. - 12.15p.m.; a potentially full-time in the near future.

**Weeks**: 40

**Responsible to School Business Manager**

**Salary**: Up to £17,524 (Pro-rata)

## Job Summary

To provide efficient and effective school administrative support, assistance to the Principal / School Business Manager at the Academy.

As first point of contact for those in telephone and email contact so must project a positive image of the school.

To provide a high quality customer satisfaction focused service.

Ensure all pupils are safely delivered to classrooms and discharged after school when a late collection occurs.

Undertaking a range of administrative duties to facilitate and support the work of the school, under the direction of the School Business Manager or Principal; to include Reception duties and other duties as and when required.

Communicating with the attendance offers on a daily basis to report pupil or staff absence, monitor attendance of pupils and relay and receive messages from parents, visitors, staff etc.

**Additional duties and responsibilities**

**Reception and Post Duties:**

* Greeting and welcoming visitors to the school, signing in and out, issuing security passes and adhering to the academy’s Safeguarding Procedures.
* Providing necessary hospitality as required.
* Escorting children to their classrooms
* Postal duties include receiving, opening and distributing incoming mail and despatch outgoing mail. Including Emails to the school.
* Receiving goods, checking delivery notes, processing orders and invoicing on the school’s financial information system.
* Answering the telephone and replying to emails.

## Reception Duties

* To welcome parents and visitors and assist with their enquiries.
* Assist with pupil welfare issues as they arise including first aid.
* Liaise on Principal’s behalf with outside agencies as required. Including making outgoing telephone calls as required and requested.
* Assist with the registration of supply staff, checking DBS documentation.
* Manage the range of reprographic processes available: Manage the use of photocopier, order associated items, liaise with provider to ensure it is fully maintained and operational and provide quarterly usage for billing purposes. Reproduce documents to a very high standard including booklet making.
* Dealing with enquiries from pupils, staff, parents and external agencies.
* Provide clerical support to the Friends of the School Association. (PTA)
* Provide first and cover (in conjunction with the other members of the first aid team).
* Support the Academy’s Enrichment programme where requested.
* Supporting in the running of the breakfast club, keeping registers, purchase of food and preparation of food for pupils, as required.
* Stock control of office stationery and replenishing as required. The administrative side of school purchasing, including the maintenance of adequate stationery and toilet requisites.
* Co-ordinate transport arrangements for pupils & their families.

**Performance Management**

To participate in Appraisals/Performance Development

## Equalities Duty

It is your responsibility to carry out your duties in line with the Equalities Act 2010 and the Academy’s policy on Equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to our harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under theRace Relations (Amendment) Act 2000.

Such other duties as may be appropriate to achieve the objectives of the post.

The post holder must at all times carry out his/her responsibilities with due regard to the Academy’s policy, organisation and arrangements for Health and Safety at Work and equal opportunities.

All employees are expected to have regards to the Academy’s vision, ethos and values.

# PERSON SPECIFICATION

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| --- | --- |
| Responsible to | Principal/School Business Manager |

All **essential** unless desirable stated

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| Physical **A I** | A general interest in keeping fit and healthy. |
| Qualification **A I** | Educated to GCSE Grade C in English & Maths (or equivalent).  Word Processing qualifications at intermediate level (Or equivalent).  NVQ Level 3 Administration/Finance (or equivalent).  A degree (**Desirable**) |
| Experience **A T I** | Relevant experience of administrative tasks  Confident use and Experience of Microsoft Office products: Word, Excel, Outlook and Access.  Previous experience in a busy school office environment (**Desirable**).  A flexible and versatile approach to work.  Experience of working with MIS (**Desirable**)  Good team work skills.  High level communication skills in writing and on the telephone.  Ability to work to tight deadlines and on own initiative.  Ability to maintain data protection and confidentiality.  Satisfactory safeguarding checks and satisfactory references.  Ability to manage stress.  Experience in resolving conflict. |
| Training **A T I** | Wiling to attend relevant training. Prepared to undertake training, when necessary, on the necessary educational/admin software packages.  Prepared to undertake training in school administration qualifications.  Familiarity with health and safety regulations.  A qualified First Paediatric Aider (**Desirable**). |
| Special Knowledge **A I** | Microsoft Office Suite.  Experience in pupil databases (training will be given).  Awareness of the Equalities Act 2010.  Awareness of Safeguarding procedures and the duty to protect children.  Awareness of Health and Safety Regulations. |
| Circumstances I | Ability to work when the school is open (Term Time working, including 5 Inset days). |
|  | Flexibility of hours. |
| Disposition **A T I** | Happy, Positive and solution-focused. Well organised and able to plan workload schedules.  Work as a member of a team.  High level of accuracy and attention to detail.  Show initiative & self-motivation.  Ability to be reflective.  Sense of humour.  Outstanding interpersonal skills and ability to form relationships. |
| Practical and Intellectual Skills **A T I** | Keyboard skills.  Must be able to calculate figures accurately.  Good spelling and grammar.  Excellent verbal & written communication skills.  Proven organisational skills. |
| Legal Requirements **A** | Enhanced DBS Clearance. |

In order to examine each candidate’s suitability for the position, each area outlined above will be assessed as follows:

**A = Application form and references**

**T = Task**

**I = Interview/Presentation**