



JOB DESCRIPTION

POST: Administrator/Receptionist
GRADE: Grade 5 pts 11-14
LOCATION: Willow Primary Academy

JOB PURPOSE

- 1) To provide excellent administrative functions to assist in the smooth running of the school.
- 2) To maintain accurate accounts and systems of financial control in conjunction with the Central Finance team.
- 3) To provide accurate information to support the Central HR and Finance function.
To provide reception cover and support in a busy school office/environment.

MAIN DUTIES AND RESPONSIBILITIES

Under the direction and control of the Headteacher to:

- provide a warm and friendly welcome to pupils, parents, staff and visitors and deal with their requests in a professional and efficient manner
- answer the telephone in a friendly, professional and efficient manner and record and pass on messages as appropriate
- maintain confidentiality and discretion regarding sensitive information and to ensure that complex queries or issues are conveyed accurately to senior members of staff
- circulate whole school emails
- collate absence and claim forms and ensure that they are submitted to Central HR within the payroll deadline
- process purchase orders and invoices on FMS/RM Integris as required
- check contractors, volunteers and visitors ID as required and add details to the school's Visitors/Agency Single Central Record
- check staff and governors ID as required and scan verified documents to Central HR to update the Staff/Governor's Single Central Record
- record staff training
- ensure that the reception and waiting areas are maintained to the highest professional standards
- complete a daily check to ensure all class registers have been completed and entered on Integris
- comply with the school's safeguarding and health and safety procedures by ensuring visitors and staff sign in and out, and are provided with appropriate lanyards
- manage the entry/exit fob system for visitors and parents
- accept and sign for deliveries as appropriate

- liaise with the Premises Assistant when deliveries arrive
- assist with, and monitor, room bookings
- assist with general admin
- enter school lunches onto ParentPay
- ensure completion of pupil census
- answer and forward emails to individuals and whole school in a timely manner
- in conjunction with the Headteacher accurately maintain the school diary
- undertake photocopying as required

GENERAL

- to maintain confidentiality and discretion regarding sensitive information
- to comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security and reporting all concerns to the appropriate person
- to represent the school at all times in a professional, positive and helpful way
- to be conversant with relevant IT and software, and keep up to date with developments in IT
- to participate in the school's appraisal programme
- to undertake training where this is appropriate
- to contribute pro-actively to meetings and discussions as required, and to participate in the whole school team
- to be compliant with GDPR
- to ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others
- to report any health and safety issues to the Premises Team

RESPONSIBLE TO

Headteacher & Central Teams

SUPERVISORY RESPONSIBILITY

To oversee the Apprentice Business Administrator

SUPERVISION RECEIVED

Headteacher

PRINCIPAL CONTACTS

Staff, pupils, parents, volunteers, contractors and other professional groups.

SPECIAL CONDITIONS

- where additional cover is required, or overtime is worked by arrangement and agreement, hours worked in excess of the contracted time will be paid on a claim basis (payable one month in arrears)
- this post is term time only including INSET days
- the post-holder will be expected to take holidays when the school is not in session
- occasionally the post-holder may be asked to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT

guidance

EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description is not necessarily a comprehensive definition of the role, and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as may be required. The job description may be reviewed annually or earlier if necessary, and it may be subject to modification or amended after consultation with the post holder.

Signed (employee)

Printed.....(employee)

Signed (HR Manager)

Date:.....

PERSON SPECIFICATION

Administrator/Receptionist (Willow Primary Academy)

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> • high standards of literacy and numeracy • proficiency in word processing • experience of planning/recording and general administration • ability to manage cash and reconcile bank accounts 	<ul style="list-style-type: none"> • experience of operating a small switchboard • experience of working in a school or special needs setting • experience of working as part of a team • experience of RM Integris • experience of dealing with cash payments
Knowledge & Skills	<ul style="list-style-type: none"> • excellent communication skills • accurate and methodical working • ability to manage conflicting priorities in a busy setting and remain clam under pressure • the ability to maintain confidentiality, and deal discreetly with sensitive or challenging situations • the ability to respond and relate well to pupils and colleagues • the ability to build and form good relationships with colleagues • familiarity with GDPR/Data Protection Act 	<ul style="list-style-type: none"> • an interest in the work of the school and its pupils • the ability to understand and contribute positively to a large and complex organisation • willingness to work flexibly and cooperatively, with a whole school approach
Personal qualities	<ul style="list-style-type: none"> • a positive and helpful personality • highly motivated • well organised • enthusiastic • friendly • approachable • reliable • ability to adapt to a changing environment • ability to work flexibly • commitment to safeguarding and promoting the welfare of children • willingness to undertake 	<ul style="list-style-type: none"> •

	training	
Knowledge & values of the trust		<ul style="list-style-type: none"> • demonstrate a commitment to the wider work of the Trust • the ability to identify with the Trust's values & principles
Special conditions	<ul style="list-style-type: none"> • where additional cover is required, or overtime is worked by arrangement and agreement, hours worked in excess of the contracted time will be paid on a claim basis (payable one month in arrears) • this post is term time only including INSET days • the post-holder will be expected to take holidays when the school is not in session • occasionally the post-holder may be asked to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance • eligible to live and work in the UK • suitable to work with children • ability to undertake all physical aspects of the post 	