

## PENRYN COLLEGE

### JOB DESCRIPTION

<b>Job Title:</b>	Receptionist/Office Administrator
<b>Grade:</b>	D
<b>Hours:</b>	37.5 (plus Saturday mornings on a rota basis), term-time only plus inset and 12 days
<b>Responsible to:</b>	Front Office Team Leader
<b>Direct Supervisory Responsibility for:</b>	None
<b>Indirect Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships:</b>	<u>Internal</u> : Front Office Team, Operations Manager, HR Officer, Attendance Team, Headteacher, SLT, School Staff, Pupils, Pupils  <u>External</u> : Parents, Visitors to the school, LEA representatives, Suppliers of goods and services, Contractors

#### **Main Purpose of Job**

To provide administration support to the school under the direction of the Front Office Team Leader. To work from our busy reception as the first point of call, providing a customer care role for all visitors, parents and staff including on the spot services to students as required, including first aid and issuing of temporary student ID cards. To undertake administration relating to student attendance.

#### **Duties and Responsibilities**

1. To welcome visitors to the school in a professional and hospitable manner, ensuring signing in procedures which include safeguarding, Health and Safety and Fire protocols are followed.
2. To receive and prioritise incoming telephone calls and deal with them appropriately including recording and distributing messages as required.
3. To provide help and support to parents, staff, visitors and students when they visit reception.
4. To ensure appropriate standards of tidiness and order in the school reception area so as to project a professional and welcoming environment for parents, pupils and visitors to the school.
5. To be part of the reception rota team to cover Saturday morning reception on a rota basis and the evening reception as required.
6. To complete the necessary daily routine attendance administration as directed by the Education Welfare Assistant.
7. To collate and distribute registers and absence reports and maintaining accurate registration details (including filling in missing marks).
8. To hold paper and sports registers on reception, updating information on SIMs as necessary.

9. To respond to Truancy Call as directed. To assist with phoning the parents of all students who the college have not received notification of absence through truancy call or otherwise, prioritising those eligible for Pupil Premium.
10. To assist with the issuing and replacing of ID cards to students at the start of the school year and as necessary throughout the year.
11. To provide and administer first aid (as trained) to staff and pupils, taking appropriate action in the event of an emergency and communicating with staff and parents in accordance with procedures. Maintaining the Emergency First Aid at Work qualification (school funded). Dispensing medically prescribed controlled drugs (as per the approved procedure) and to be responsible for children and adults who are sick within the school.
12. To provide green slips (borrowing money from school for lunch) to students.
13. To send text messages / emails home as directed by SLT.
14. To sort and return named lost property, list the unnamed items, store for the requested time, before supporting the team with the recycling of lost property.
15. To assist with issuing student lockers and maintained throughout the year. Ensuring accurate records of lockers, locks and security codes at all times on SIMS. Assist at the end of each academic year with the return of locks by those children leaving and issuing new locks and lockers to those children joining each year. This could include moving groups of locker allocations when tutor groups move locations within the school.
16. To assist in the administration associated with all school record-keeping (eg: free school meal list, post book, stock database, accident log book, lettings diary, registers, absence reports etc).
17. To undertake the administration associated with first aid, ensuring all administered medication is documented and recorded correctly on SIMS and first aid log. Ensuring all medication is destroyed once out of date and medication stored is reviewed on a half termly basis.
18. To ensure first aid supplies are well stocked and distributed as necessary throughout the school, ordering supplies where needed.
19. To produce documents using Microsoft Office programmes to include processing of correspondence, letters, reports, publications and other documents as required by the Front Office Team Leader.
20. To undertake reprographics and document collation as requested for the whole school and department including school reports, letters, Prospectus, fire registers etc. Ensure whole school reprographics are added to the spreadsheets and this is keep up to date spreadsheet To provide help and support to parents and students when they visit Student Reception or phone in.
21. To assist in the production of reports, lists and other information relating to pupils' records as requested.
22. To assist in the inputting of student data on SIMS as requested to ensure all SIMS records are accurate and up to date.
23. To sort and distribute incoming mail to the school in a timely manner.
24. To prepare and record outgoing mail (including examination papers) appropriately, including the operation and security of the school's franking machine/postage stamp system. To liaise with postal services and courier services as necessary. To drop post at the post box as required.

25. To undertake filing in accordance with the established systems as requested. To work within and maintain all school established administrative systems and procedures.
26. To assist in the stock-taking and replenishment of stationery and miscellaneous stocks as directed by the Front Office Team Leader.
27. To support the Front Office Team Leader during fire drills or in the case of emergencies to ensure all registers, equipment and procedures assigned to the office team are carried out.
28. To act as a member of the administration team and to provide support and cover for other members of the team when the need arises and as directed by the Front Office Team Leader.
29. To liaise with staff, Governors, pupils, parents and outside agencies as and when required.

#### **Additional Saturday Reception Duties and Responsibilities**

1. To provide some practical support in liaison with the on call caretaker including helping to maintain security, showing people rooms, access to equipment and addressing facilities issues that arise.
2. To collect money from community club members, keep accurate records, maintain money securely and ensure that information and money is passed to the Finance Office.

#### **General Duties and Responsibilities**

1. To maintain at all times, the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature in the school.
2. To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
3. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
4. To be responsible for your own continuing self-development, undertaking training as appropriate.
5. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: July 2020

Prepared by: Penryn College

## PERSON SPECIFICATION

**Job Title:** Receptionist/Office Administrator

**Person specification prepared by:** Penryn College **Date:** July 2020

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b><u>Relevant Experience</u></b>	<p>Practical experience of administration within an office environment.</p> <p>Practical experience of Microsoft Office programmes with the use of Word, Excel, PowerPoint, Email and the internet.</p>	<p>Relevant work experience within a school/ college environment.</p> <p>Reception/Student Services Experience.</p> <p>Experience of SIMS.</p>	<p>Application form/ Interview.</p>
<b><u>Education &amp; Training</u></b>	<p>Attainment of GCSE qualifications or equivalent (level 2 standard of education) to include Maths and English.</p> <p>First Aid trained (or happy to undertake the training)</p>	<p>Attainment of NVQ Level 3 qualification in a relevant subject area.</p> <p>Knowledge of outside agencies available to schools.</p>	<p>Application form.</p>
<b><u>Special Knowledge &amp; Skills</u></b>	<p>Excellent IT skills including the ability to use Excel and mail merge.</p> <p>Excellent written, verbal and oral communication skills.</p> <p>Excellent numeracy and literacy skills.</p> <p>Excellent organisational skills.</p>	<p>Knowledge of Safeguarding Procedures in a School Environment.</p>	<p>Application form/ Interview.</p>
<b><u>Any Additional Factors</u></b>	<p>Reliable, self-motivated and enthusiastic.</p> <p>Friendly and professional approach.</p> <p>Professional, tactful &amp; sensitive.</p> <p>Discreet &amp; confidential.</p> <p>Ability to maintain high standards of accuracy and have a calm methodical approach to work.</p> <p>Ability to prioritise.</p> <p>Able to work on own initiative and in a team.</p> <p>Acceptance of different attitudes, enjoys working with young people &amp; children.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>	<p>Be able to communicate with people of all ages, abilities and attitudes.</p>	<p>Interview/ References.</p>