



**PERMANENT – Receptionist/Administration Assistant**

**Salary: £18,562 (Pro-Rata) £16,635 (Actual), 36.5 hours per week, 40 weeks per year (GR2 3-8)**

**Start Date: ASAP**

**Closing Date – noon October 4<sup>th</sup> 2021**

**Job Description**

**JOB PURPOSE**

To provide administrative support to the School and to provide a professional, efficient and welcoming reception. To produce and distribute pupil and staff related communications. Data input for pupils and staff.

**DUTIES AND RESPONSIBILITIES**

To provide administrative support to the School, School Leadership and Administration team dealing with correspondence, email mailboxes, maintenance of databases, room bookings, reception and goods inwards duties, stock control and other general administrative support as may be required.

To act as the first point of contact within a busy school reception, first line telephone answering, liaising with parents, visitors, staff and professionals coming into school whilst adhering to safeguarding/security processes. Ensuring accurate messages reach Senior Leadership Team, Teaching and support staff.

To take responsibility for all pupil related information arriving within school and leaving school; co-ordinating new pupil admissions, pupil leaver processes. Using school text service, producing School Newsletters and letters to parents/pupils.

To produce documents, as requested, using Microsoft office suite including letters, tables, reports and spreadsheets.

To maintain and input information into databases for pupils and staff. To be responsible for the upkeep of accurate records.

To coordinate with local authority departments in relation to pupils, i.e. Transport

To share responsibility for control and ordering of stock, as agreed with the Administration Team.

To cover such tasks as required in the absence of the Administration Team.

To undertake any training that may be required for the further development of the role.

To undertake appropriate professional development

Generally organise, plan and control workload and plan own work to ensure the meeting of defined objectives

Individuals have a responsibility for promoting and safeguarding the welfare of children he/she is responsible for or comes into contact with

To ensure all tasks are carried out with due regard to Health and Safety

To adhere to the ethos of the school, to promote the agreed vision and aims of the school. To set an example of personal integrity and professionalism

Any other duties as commensurate within the grade in order to ensure the smooth running of the school

## **PERSON SPECIFICATION**

**Please note all criteria are essential unless otherwise stated**

### **Specialist knowledge, skills and experience**

- 1.1 Experience of working in an office environment requiring initiative, effective organisational skills and attention to detail
- 1.2 Experience of working in a customer focused role
- 1.3 Experience of office procedures and systems
- 1.4 Ability to produce materials using Microsoft Office Suite (including Word and Excel). Ability to produce attractive and clearly laid out materials. Ability to input and maintain information onto a database
- 1.5 Previous reception experience

### **Desirable**

- 1.6 Experience of working in a school office
- 1.7 MIS systems experience and knowledge (SIMS/Schoolpod/Arbor)

### **Team working skills**

- 1.8 Ability to develop effective and supportive relationships with colleagues

### **Planning and organisational skills**

- 1.9 Ability to organise time effectively, creating work schedules, prioritising workload and meeting deadlines

### **Problem-solving and creative skills**

- 1.10 Ability to work unsupervised, to take responsibility for own actions and make decisions without referring to others

### **Communication skills**

- 1.11 Ability to communicate effectively, both verbally and in writing, adapting style to suit the audience, including the ability to edit correspondence and reports accurately and quickly (including spelling and grammar).

### **Equal Opportunities**

Ability to understand and demonstrate commitment to Kingsbury Academy's Equal Opportunities Policy and to ensure all activities are consistent with the Equal Opportunities Policy. This includes all staff activities and their interface with the general public.



## **Special Conditions**

Disclosure and Barring Service check will be required for this position.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

Kingsbury Academy is committed to safeguarding and promoting the welfare of young children and people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Safeguarding is everyone's responsibility. Safeguarding is about preventing and stopping both the risks and experience of abuse or neglect, while at the same time making sure we promote people's wellbeing.

It is fundamental to high quality health and social care services. You must always be vigilant in your role and if you are concerned about a child or vulnerable adult report your concerns immediately following the processes set out in the Kingsbury Academy child and adult protection procedures.

Print Name:

Signed:

Date: