

**Post title:** Receptionist / Administrative Assistant

**Grade:** NJC04 to NJC06

**Hours:** 22.5 hours per week 8.00a.m – 4.00p.m (minus 30 mins per day for lunch) Tuesdays, Wednesdays and Thursdays, term time only + 5 training days

**Line manager/s:** Headteacher and Resource Manager

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### Main Purpose of the Job:

- To act under the direction of the Resource Manager to provide efficient administrative support for Heatherwood School and maintain effective administrative systems.
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### Key Duties and Responsibilities

- Responsible for the efficient running of reception and meeting rooms presenting a positive image of the school to all stakeholders.
- To deal with queries and provide information and advice about the school and school activities for stakeholders by various methods of communication.
- To answer the telephone courteously and with sensitivity and confidence, using initiative as required and forwarding detailed messages as appropriate.
- To be aware of and comply with the procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the overall ethos / work / aims of the school.
- To attend, participate in and take notes for relevant meetings as required.
- Liaise, advise and consult with other members of the team supporting the children as appropriate.
- Set a good example in terms of dress, punctuality and attendance.
- To provide administrative support to work throughout the school and from the Senior Leadership Team.
- Undertake other duties as required by the Headteacher, Resource Manager and Senior Leadership Team.

### Specific roles and responsibilities

- Set up and maintain the academic year and structure on the school MIS
- To input and update data held on the school MIS including enrolment details for new pupils and contact details for pupils and staff.
- Check attendance data has been completed by teachers on a daily basis, telephone parents/carers to ascertain any reasons for absence, then record the appropriate mark on the school MIS.
- Produce reports when required e.g. pupil attendance, staff attendance, reports for parent's evening.
- Data entry on the school finance system such as purchase requisitions and goods received notices.
- Set up parental payments on school payment system, monitor payments and pursue any outstanding balances.
- Liaise with LA Transport Services to ensure efficient and safe home-school transport.

- Liaise with Transport Services and respite providers to compile the weekly respite list to distribute to class staff and follow up any related issues, as required.
- Liaise with wheelchair services as and when required.
- Data entry onto the school website keeping information up to date.
- Ensure the TV in reception is regularly checked and updated with current powerpoints.
- To manage the administration of school visits and other curriculum related activities in liaison with the Senior Leadership Team.
- To manage appointments on the whole school calendar.
- To manage bookings, hospitality and lettings.
- To provide administrative support for the EHCP annual review process.
- Filing and archiving of general and medical documents.
- Assist in the training and development of staff as appropriate to the role.

## General

- Participate in training and other professional development as identified through the appraisal process.
- To be familiar and comply with all relevant Health and Safety, Child protection, Management of Risk, Operational, Personnel, Data Protection and Financial Regulations, policies and procedures.
- To identify risks within personal objectives, using resources effectively and efficiently and safeguarding assets.
- To ensure equality of opportunity is afforded to all persons both internal and external to the school, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

## Other Duties:

- Other such reasonable duties as determined and delegated by the Senior Leadership Team or Nexus MAT CEO consistent with the grade of the post and the experience of the Post holder.
- To have professional regard for the ethos, policies and practices of the school(s) in which you support, and maintain high standards in your own attendance and punctuality.

## Equal Opportunities:

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## Safeguarding

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities, commensurate with the grade of the post, as may be reasonably assigned to them by the Senior Leadership Team

## Person Specification

		Essential	Desirable
<b>Qualifications, Skills &amp; Knowledge</b>	Minimum Maths & English GCSE (A*-C) or equivalent.	•	
<b>Experience</b>	Experience of working closely in a team.	•	
	Ability to work with parents/carers and the public in the best interests of the school and our pupils.	•	
	Ability to work as part of a team liaising with Teachers, Senior Management Team and external agencies.	•	
	Ability to support the implementation of school admin procedures and their review effectiveness.	•	
	Experience of working with children and young people with Special Educational Needs and Disabilities.		•
	Level 3 Safeguarding Training.		•
<b>Thinking ability</b>	Effective interpersonal/communication skills.	•	
	Effective organisational skills.	•	
	Analytical skills.	•	
	Use initiative when working e.g seeing things that could be improved.	•	
<b>Personal effectiveness</b>	Excellent communicator.	•	
	Understanding of the need for confidentiality.	•	
	Warm and approachable.	•	
	Enjoy working with children, their families and the public.	•	
	Commitment to pupil well-being, safeguarding and child protection.	•	

	Flexible in attitude and thinking.	•	
	Committed to providing the best for the school.	•	
	Resilient.	•	
General	The flexibility to meet the full range of job requirements.	•	
	A commitment to safeguarding and promoting the welfare of children and young people.	•	
	Commitment to the school's aims and values.	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner.	•	
	An understanding of and commitment to equal opportunities.	•	
	No serious health problems that will likely impair or impact on job performance.	•	
	Good attendance record in current employment (not including absences resulting from a disability).	•	
	To manage a workload and at times conflicting priorities as well as tracking progress on a wide range of tasks.	•	
	Ability to remain calm under pressure showing resilience and the ability to prioritise work with competing deadlines.	•	
	Full, valid UK driving license.		•