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| Job Description | new new new trans LOGO |

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| 1. **Title of Post:** | Receptionist & Clerical Assistant |

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| **2. Accountable and Responsible to:** | Office Manager |

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| **3. Grade:** | Scale 2 |

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| **4. Main Purpose of the Job:** | |
| 1. | The post holder will be responsible for providing reception and clerical services to the academy as part of the Reception Team and will be based in the main reception. |

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| **5. Main Responsibilities of the Job:** | |
| **Reception:** | |
| 1. | Running the reception area signing students and visitors in and out and issuing visitors with the appropriate level of security pass.  Dealing with parent queries, distributing personal items and messages to pupils and taking telephone messages from parents for the relevant staff across the academy. |
| 2. | Overseeing the duty students – setting up rotas with the tutor and ensuring the students are looked after and have been supplied with appropriate work from their teachers to complete during their duty time. |
| 3. | Undertaking full post room duties, including receiving postal deliveries and notifying the addressee of its arrival. |
| 4. | Maintaining the visitor waiting area to a high standard ensuring a professional standard at all times including replenishing the signing in and out sheets daily, emptying the reception box and maintaining displays and publicity materials. |
| 5. | Ensuring visitor evacuation lists are produced and distributed when required. |
| 6. | Responsibility for lost property, monitoring of confiscated items from students and returning them to the pupils at the end of the day. |
| 7. | Logging of confiscated mobile phones, ensuring their safe keeping and return to pupils. |
| 8. | Ensure staff pigeon holes are updated and maintained in the staff room at all times. |
| **Clerical:** | |
| 1. | Assist with the Inputting of Year 7 data on to SIMS as required under the direction of the Office Manager. |
| 2. | Updating and maintaining the school website calendar under the direction of the Office Manager. |

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| 3. | Maintaining an up to date database with regard to free school meals. | |
| 4. | Arranging transport and taxis for students and liaising with the Finance and Lettings Administrator regarding authorisation of invoices. | |
| 5. | Coordination of student immunisations, working closely with First Aid. | |
| 6. | Maintain school media accounts (Facebook, Twitter, Instagram and forwarding parent communication as appropriate with direction from the Office Manager. | |
| 7. | Under the supervision of the Office manager monitor Schoolcomms and Office e-mail accounts, forwarding e-mails to the appropriate person. | |
| 8. | Be first contact with the bus companies providing school and service buses to students and to deal with queries from parents and students under the direction of the Operations Manager. | |
| 9. | Distribution of rewards to students and provide admin support for rewards issued. | |
| 10. | Issue Student Notices on a daily basis. | |
| 11. | Daily, run detention reports in SIMs and send all pastoral and subject detention and reminder texts to relevant parents/carers. Take register at start of detention with SLT lead and transfer any non-attenders as relevant. Add C detentions to SIMs as directed by the B4Learning Lead. | |
| 12. | To support with the Admin@ e-mail account under the close supervision of the Office Manager. | |
| 13. | Support Examinations and Progress Data with general clerical tasks, including but not limited to, chasing incomplete assessments, e-mailing assessment to parents and advising teachers they have been sent, posting assessments to parents where required, distributing exam certificates and raising orders for exams. | |
| **General:** | | |
| 1. | Adhering to the behaviour management policy when dealing with pupils. | |
| 2. | Being aware of GDPR and other legislation to ensure the confidentiality of records and information is maintained. | |
| 3. | Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms. | |
| **Shared Responsibilities of the Job:** | |
| 1. | To work as part of the Main Office and Student Support Team ensuring that all duties are covered at peak times. |
| 2. | To be present in school for the examination results days during the summer holidays. |
| 3. | Answering telephone queries, ensuring the appropriate directing of calls and relaying telephone messages. |

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| **Person Specification** | **Essential** | **Desirable** |
| GCSE A – C (or equivalent) in English and Maths | Yes |  |
| Awareness of child protection and safeguarding policies | Yes |  |
| Excellent communication skills, both written and oral | Yes |  |
| The ability to work calmly when under pressure | Yes |  |
| Good computer skills (Word, Excel, Powerpoint, Email and Internet use) | Yes |  |
| The ability to prioritise and manage your own workload using initiative and independence. | Yes |  |
| The ability to maintain confidentiality | Yes |  |
| Awareness of GDPR | Yes |  |
| The ability to work alone or as part of a team | Yes |  |
| Experience of working in a school / college environment |  | Yes |
| Familiarity with Sims.net school software |  | Yes |

The South Wolds Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to support the school in the delivery of this.

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.