



Job Description: Student Reception / Administration Assistant
Salary: H3
Hours: 32.5 hours per week- term time only (8.15am to 3.15pm)
Responsible to: Office Manager

The administrative team is vital to the success of the school and the school prides itself on the efficiency of its administrative provision. This role is essential to support the excellent Teaching and Learning arrangements in place.

1. THE PURPOSE OF THE JOB

- To act as the initial point of contact for the students and parents in doing so, promote the public image of the school.
- To direct internal and external queries to the relevant persons in a prompt and efficient manner.
- To provide first aid to students.
- To work as part of the team to provide administrative support to staff.

2. MAIN AREAS OF RESPONSIBILITY

- To be one of two main first aiders to students, providing all of the care that they may need and accurately record on the school systems.
- To maintain the list of students having specific medical issues.
- To take shared responsibility for student locker allocation.
- To undertake student reception duties to include promptly, calmly and effectively dealing with student and parent enquiries.
- To assist with pupil welfare matters, including contacting parents and staff.
- To undertake other admin roles as directed by the Office Manager
- To assist with pastoral administration, including answering e-mails and inputting data in the student information management system.
- To undertake admin support with trips
- To attend trips as first aid support (where necessary)

3. PERSONAL SPECIFICATION

The successful candidate should:

- Have a commitment to the best interests of our young people
- Be willing to work as part of a team
- Be able to work in a busy student reception
- Have excellent interpersonal and communication skills
- Be able to use initiative and work without supervision
- Be able to work under pressure
- Be a qualified first aider (or willing to train up)
- Have a strong sense of humour; be flexible in attitude and adaptable to change.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified. This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.