

JOB DESCRIPTION

Post Title:	Administrator - Responsible for Reception (Part Time)
Reporting to:	Office Manager
Scale Point Range:	21 - 25.
Contractual Information	Maternity Cover: Jan - Dec 2026, followed by a 1-year fixed term contract.
	Maternity Cover: 07:45am – 14:00pm, Mondays – Fridays, 28.75 hours per week. 1 Year Fixed Term Role After Maternity Cover: A reduction to the working days. The same working hours on Thursdays and Fridays only. 11.5 hours per week.
Working Pattern	Term time only. Lunch break: 30 minutes unpaid.

Key Tasks

1. Organisation, Reception /Front Desk Management

- Undertake reception duties within a busy environment; answering telephone calls, dealing with enquiries from parents/prospective parents, teachers, students, the general public and signing in all visitors. Work in partnership with the morning receptionist to ensure a smooth handover and good communication.
- Use the online system to issue visitor badges and inform staff of visitors.
- Disclosure and Barring Services (DBS) and ID checking of all visitors in line with Safeguarding/Child Protection procedures.
- Receive/despatch, sort/distribute, frank and organise special/recorded delivery of mail.
- Receive items of property/lunch for students to collect.
- Create and complete various logs to record information with timescales.
- Report any issues to the Senior Leadership Team and Facilities, e.g. student related issues, maintenance, cleaning etc.
- Store confiscated mobile phones and ensure they are signed out by a parent/next of kin when collected.
- Ensure that the reception area is kept clean and tidy at all times.

2. Administration

- Work as part of the Administration team providing support with administrative tasks and cover within the team during absences or heavy work periods.
- Carry out regular admin tasks as directed.
- Check the Admin inbox for work and follow procedures for the completion of work.
- Provide routine clerical support e.g. filing, emailing and completing routine forms.
- Use Brom Com to run reports into excel and carry out mail merges with this information ensuring that the correct information is going to each student.

- Typing, word-processing, and other IT based tasks, including the production of documents to company standards.
- Assist with all large or whole school mail outs, ensuring that they are sent out on time and to the required standards of presentation.
- Support with the collation of information and production of information.
- Update various databases and spreadsheets, e.g. catering log, quizzes, teacher name changes, etc.
- Prepare labels and signing in sheets for large events and prepare paperwork for parent evenings including teacher tags.
- Organise the labelling and stuffing of reports.
- Assist with the handling and distribution of all incoming and outgoing post into staff pigeon holes.
- Organise meetings on behalf of the Office Manager or Finance and Resources Director.

3. Resources

- Undertake tasks in relation to the reproduction of information, reports and booklets, for a range of audiences including photocopying.
- Support the Administration Team with the production of any correspondence, newsletters as required by the Office Manager.

4. Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the Office Manager.
- Attend all team development activities, meetings and contribute ideas towards the improvement of the service provided.
- Contribute to the overall ethos of the Academy.
- Participate in training and other learning activities and performance development as required.
- Deliver First Aid as and when required. (Training will be arranged).
- Carry out duties and responsibilities commensurate with the post necessary for the smooth running of the Academy.

JOB SPECIFICATION

Qualifications & Experience	• Literate & numerate, GCSE Grade C English & Maths minimum. (Desirable) • Experience in a customer service/administrative role. • Experience of working in a school environment (Desirable) • Experience of working in a busy office environment. (Desirable)
Knowledge & Skills	• Proficient level of computer literacy including experience and knowledge of MS Office including Excel, Word, Excel, Publisher PowerPoint & Outlook. • Brom Com (School Information Management System), experience desirable but not essential. • Excellent communication and literacy skills. • Ability to build and maintain excellent working relationships. • Ability to produce high quality documents within time scales set. • Ability to multi task and attend to visitors quickly and professionally at all times. • High level of attention to detail and accuracy. • Knowledge and understanding of Safeguarding Children and Child Protection.
Personal Qualities and Characteristics	• Efficient, organised and flexible. • Able to maintain confidentiality and discretion at all times. • Ability to prioritise and effectively manage the workload accordingly. • Ability to work under pressure and work independently. • Proactive and able to contribute ideas to the improvement of the teams work. • Ability to negotiate deadlines with the Office Manager regarding tasks. • Ability to develop oneself within the role.