



Job description

JOB TITLE:	Student Reception Administrator (Attendance & Enrichment Focus)
SALARY CODE:	Clapton Support Staff Range, Scale 5, Points 12- 17 (Pro Rata)
RESPONSIBLE TO:	Engagement Admin Team Leader
HOURS OF WORK:	<p>This post is term time only (195 days) plus a further 72 hours that are flexible (equivalent to 10 days).</p> <p>For the 195 term time days you will be expected to work the following hours:</p> <ul style="list-style-type: none">Monday, Wednesday and Thursday 8:00am- 3:30pmTuesday and Friday 8:00am- 4:00pm <p>These timings include a 30 minute lunch break and a normal 36 hour week. These hours may be reviewed in consultation with you. The remaining 72 hours of work will be agreed once the needs of the academic year are known.</p>

POST RESPONSIBILITIES

- Being responsible for providing an effective administrative service relating to attendance.
- Providing an effective student reception service.
- Contributing to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Every Child Matters agenda and Child Protection procedures.

ATTENDANCE SUPPORT DUTIES

To provide an effective admin support service related to attendance. This includes but is not limited to:

- Maintaining student attendance records, including the manual entry of some registers/data using the academy's management information system.
- Sending out reminders to staff about missing registers.
- Being responsible for ensuring the first day calling messages are sent, entering all returning information onto the academy's management information system and liaising with year team ESAs about first day of absence calling.
- Communicating effectively with staff, students, parents and external agencies on attendance matters.
- Producing reports, resources and communications related to attendance matters as directed.

ENRICHMENT SUPPORT DUTIES

- Liaising with the enrichment lead to coordinate and publicise a programme of club activities.
- Using the appropriate system to ensure club attendance registers are recorded and to produce reports as directed.

STUDENT RECEPTION DUTIES

To be actively and positively involved in providing an effective student reception service with the other members of the team. This includes but is not limited to:

- Supporting the Engagement Admin Team Leader with the admissions process for students as required.
- Supporting the Engagement Admin Team Leader with MyEd data checks and updates to ensure parents are using the app for effective communication.
- Ensuring student enquiries are dealt with in a positive and supportive way.
- Ensuring student records are maintained accurately by supporting with filing and data changes as directed.



- Supporting the Senior Staff on Duty system.
- Supervising students in the treatment room and the Student Reception area.
- Ensuring all student reception activity is logged using the agreed system.
- Reporting any concerns about student attendance, special needs, child protection or general wellbeing using the appropriate system.
- Covering the main Pankhurst reception as required on rotation.

OTHER GENERAL ADMINISTRATION DUTIES

- Undertaking a variety of shared general academy administrative jobs when required.
- Producing a variety of documents, PowerPoint presentations and Excel databases.
- Liaising with staff, students, visitors and external agencies in a professional manner.
- Undertaking first aid training and once qualified administering first aid to staff and students as directed.
- Evaluating and improving own practice, which may lead to improvements in the day to day running of the academy and taking responsibility for personal professional development.
- Participating fully in the appraisal process.
- Performing any other duties, including covering the essential work of absent colleagues, commensurate with the grading of the post, as directed by the Line Manager
- Being committed to safeguarding and promoting the welfare of children and young people and following the safeguarding policy.

Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review (following the first annual cycle) at the direction of the Academy Business Leader.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of and in compliance with all the academy's policies and procedures and in compliance with Clapton Girls' Academy Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.

ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER

I can confirm my acceptance of the Job Description as outlined above

NAME:

SIGNED:

DATE:



Person specification – Student Reception Administrator (Attendance & Enrichment Focus)

QUALIFICATIONS

	ESSENTIAL	DESIRABLE
5+ GCSE's A*- B, including English and Maths	✓	
NVQ level 2 in administration or equivalent		✓

EXPERIENCE

	ESSENTIAL	DESIRABLE
Experience of working within an educational environment or with young people		✓
Experience of working in a busy environment and the ability to respond positively to high work demands and at times, extreme pressure	✓	
Experience of handling confidential information appropriately	✓	
Experience of maintaining and developing databases and producing reports	✓	
Experience of undertaking a range of clerical and administrative duties, including data input and retrieval	✓	

KNOWLEDGE AND SKILLS

ESSENTIAL DESIRABLE

Good working knowledge of IT packages including Microsoft Word, Excel and Outlook	✓	
Excellent interpersonal skills with the ability to interact effectively and professionally with young people, colleagues and parents	✓	
Good literacy, numeracy and ICT skills	✓	
Excellent administrative and organisational skills	✓	
Ability to work within the academy policies, procedures and expectations	✓	
Ability to prioritise workloads and work to given deadlines	✓	
Excellent accuracy and a meticulous attention to detail	✓	
Ability to work in an organised and methodical manner	✓	
Ability to work as an effective team member	✓	
Ability to maintain efficient record keeping systems	✓	
A working knowledge of the SIMS database		✓
Ability to remain calm and effective in the face of difficult situations and pressure	✓	
Ability to convey straightforward information, orally and in writing to colleagues, students and parents	✓	

PERSONAL QUALITIES AND ATTRIBUTES

ESSENTIAL DESIRABLE

Proven tact and diplomacy when dealing with adults and young people.	✓	
Commitment to following academy expectations with regard to professional behaviours	✓	
Reliable, honest and trustworthy	✓	



A 'can do' attitude	✓	
Energy, enthusiasm and commitment	✓	
Committed to safeguarding and promoting the welfare of children and young people and following the safeguarding policy	✓	

SPECIFIC TO THIS POST

ESSENTIAL DESIRABLE

Excellent telephone manner	✓	
----------------------------	---	--