



# Job description

<b>JOB TITLE:</b>	Student Reception Administrator (Punctuality, Child Protection & Behaviour Focus)
<b>SALARY CODE:</b>	Clapton Support Staff Range, Scale 6, Points 18- 22 (Pro Rata)
<b>RESPONSIBLE TO:</b>	Engagement Admin Team Leader
<b>HOURS OF WORK:</b>	<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"><li>Monday, Wednesday and Thursday 8:30am- 4:00pm</li><li>Tuesday and Friday 8:30am- 4:30pm</li></ul> <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 punctuality, child protection and behaviour.
- 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.

## PUNCTUALITY SUPPORT DUTIES

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

- Maintaining punctuality records, including the manual entry of some data using the academy's management information system.
- Communicating effectively with staff, students, parents and external agencies on punctuality matters.
- Overseeing latecomers to the academy and providing administrative support for late detentions
- Producing reports, resources and communications related to punctuality matters as directed.
- Ensuring all detention and student report data is recorded accurately on the academy's management information system.

## CHILD PROTECTION SUPPORT DUTIES

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

- Providing child protection admin support to the Designated Safeguarding Lead. This includes but is not limited to:
- Uploading information to the CPOMs system
- Maintaining anti-bullying and equalities logs
- Taking minutes at meetings as required
- Managing the scheduling of appointment bookings as directed by the Designated Safeguarding Lead.
- Preparing reports as directed.
- Maintaining records of staff safeguarding training.
- Supporting the Designated Safeguarding Lead with training needs.



### BEHAVIOUR AND ENGAGEMENT SUPPORT DUTIES

To provide an effective admin support service related to student behavior and engagement. This includes but is not limited to:

- Ensuring that all relevant Senior Staff on Duty call out information is entered accurately onto the academy's management information system and produce associated correspondence.
- Supporting the production of SSOD data reports as directed.
- Administering student rewards and the production of reports as directed.
- Producing resources to enforce positive behaviour, safety and rewards.
- Ensuring free school meal entitlements are entered onto the academy's management information system and that uptake is actively encouraged.
- Supporting and supervising the student immunisation programme by liaising effectively with the school nurse team.

### 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:

- 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 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.
- 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 (Punctuality, Child Protection and Behavior 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
Excellent 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 be 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 behaviour	✓	
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

	ESSENTIAL	DESIRABLE
Excellent telephone manner	✓	
Ability to analyse data and produce reports	✓	
Ability to coordinate large groups of students for specific events	✓	