



JOB DESCRIPTION

Administrator/Receptionist

Full time

Monday – Thursday 7am – 3.15

Friday 7am – 3pm

Main Purpose of the Post

To organise, plan and co-ordinate daily cover arrangements for planned and unplanned staff absences. Liaise with external supply agencies to secure cover as required. Manage the smooth running of reception.

Specific Responsibilities of the post Include:

- Responsible for arranging daily cover for absent teachers, liaising with supply agencies as necessary
- Liaise with school's Cover Supervisors as appropriate
- Responsible for facilitating room changes, arrangements for school events e.g. trips and any other school event requiring cover
- Ensure that supply staff are cleared to work in line with vetting checks as per KCSIE and any guidance which supersedes this from the school or DfE
- Responsible for the induction of supply staff, including creating and distribution of documentation including the Supply Staff Handbook
- Advise supply agencies of unsuitable supply staff, having received feedback from members of staff
- Managing the allocation of cover and liaison with external supply agencies (as required)
- Provide whole school with daily cover list
- Providing absence information/reports to the HR Manager
- Inputting leave of absence requests and staff absence requests to the appropriate system
- Deal with people at the reception window as a priority ensuring you maintain confidentiality
- Answer external and internal telephone calls and relay messages in a timely manner
- Sign for deliveries and notify staff accordingly
- Ensure correct procedures are followed with regards to exams post
- Ensure internal post is delivered to staff pigeon holes in a timely manner
- Ensure that first aid boxes are replenished
- Assist with admin tasks as necessary, as required by your Line Manager
- Ensure that visitors sign in as required and a badge issued as appropriate
- Ensure reception office and waiting areas are tidy

Specific Responsibilities as a member of staff:

- Be punctual for all commitments
- Committed to team work within all aspects of the School
- Be proactive in terms of furthering knowledge and skills
- Ensure that the safety and welfare of all students is given priority at all times
- Pay due regard to Health & Safety in respect of all members of the School and report matters which compromise this to the Buildings Manager
- Support the ethos of the School at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise
- Ensure that all School's policies are implemented as appropriate
- Attend all meetings as directed

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which they will be required to work. In the interest of effective working, some tasks may be reviewed from time to time to reflect changing needs of the School. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

Signed (Post Holder)

Signed (Line Manager)

Date