



## OAKLANDS JUNIOR SCHOOL JOB DESCRIPTION



<b>Job Title:</b> Receptionist/Administrator/Secretary	
<b>School:</b> Oaklands Junior School	<b>Salary:</b> FTE £19,312
<b>Reports To:</b> School Business Manager	
<b>Grade:</b> 5	<b>SCP</b> 5
<b>Employment Status:</b> Permanent	
<b>Hours of Work:</b> Part Time 20 to 25hrs per week	
<b>Job Purpose</b> To provide full general administration support to the school and assist with resolving enquiries.	
<b>Departmental/Team Purpose:</b> The purpose of the school is to meet the educational needs of children and young people within the local community.	
<b>Organisation Chart:</b> <div style="text-align: center; margin: 10px 0;"> <pre> graph TD     A[Headteacher] --&gt; B[School Business Manager]     B --&gt; C[Receptionist/Administrator/Secretary]             </pre> </div>	

<b>Scope</b>	
<b>Financial Accountabilities</b>	NONE
<b>Staff Responsibilities</b>	NONE
<b>Management of Physical Assets</b>	NONE

<b>Summary of Main Contacts.</b>	
<ul style="list-style-type: none"> <li>▪ Parents</li> <li>▪ Teachers</li> <li>▪ Governors</li> <li>▪ Other school staff</li> <li>▪ Other professionals</li> <li>▪ Pupils</li> <li>▪ LEA</li> <li>▪ The Corvus Learning Trust</li> </ul>	

## **Main Tasks/Accountabilities**

1. Undertake day to day administration duties as directed by the line manager, including dealing with day to day correspondence, telephone calls, receive, distribute and frank mail etc.
2. Acting as school receptionist, meet all visitors to the school, deal with all general enquiries, by telephone, taking messages and referring matters which are not of a routine nature to the appropriate person.
3. Provide a full range of secretarial and administrative support, including confidential issues, for the headteacher, leadership group, teachers and governing body as required.
4. Be responsible for the school diary.
5. Monitor office stationery supplies and re-order as required.
6. Produce school newsletters, school calendars and maintain a filing system for all correspondence.
7. Manage the administration of new pupils and leavers. Maintain the SIMS pupil database, be responsible for pupil intake administration and attend any relevant courses.
8. Receive and check all deliveries ensuring they tally with the order follow up all errors and maintain a recording system for all orders.
9. Manage the maintenance contracts of the photocopier etc. Assist in the monitoring of the office stationery and re-order as appropriate.
10. Assist with the booking of courses for staff and arranging supply cover where necessary following schools guidelines.
11. Complete LEA, and government returns e.g. School Census
12. To be responsible for attendance, including the maintenance of registers and absences through the SIMS attendance module/school database.
13. Administer First Aid (if required)
14. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.

## PERSON SPECIFICATION

### Knowledge/Qualifications:

- NVQ level 2 (administration) or equivalent
- Knowledge of SIMS packages

### Skills/Abilities:

- Good general communication skills
- Good telephone manner
- Good organisational skills – able to prioritise workload
- Able to identify customers needs quickly and deal effectively with enquiries
- Tact, diplomacy, confidentiality and sensitivity
- Able to use Word, Excel and Outlook
- Ability to set up and maintain record and filing systems
- An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.

### Experience:

- At least one-year experience in a similar environment.
- Experience of working within a busy, diverse environment

### Personal Qualities:

- A flexible approach to work
- A sense of responsibility
- Tact and diplomacy
- Integrity

### Safeguarding Statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.