



GALILEO

MULTI ACADEMY TRUST

**Administrative
Assistant /
Receptionist**

Job Description

Post title: Administrative Assistant / Receptionist

Grade: NJC Grade C+ (£23,893 - £24,294) Pro rata

Hours: 35 Hours per Week, Term Time only plus 5 days

Responsible to: Trust Administrator

Job Purpose

- To provide an effective and efficient administration service to the school.

Duties and responsibilities

Administration

- To provide administration assistance as required by the School Leadership Team and to provide general clerical support as required.
- To be responsible for the preparation and maintenance of all pupil data records.
- To undertake filing and photocopying, as required.
- Monitor and record deliveries upon arrival, directing them to be delivered to correct recipient.
- Monitor daily attendance data on Trust MI system, raising alarm for any child that has not been reported as absent by parent/carer, escalating any issues to the Headteacher.
- Inform Central Team of any attendance below Trust threshold in line with Attendance policy.
- Assist the Trust Administrator with weekly school communications.
- Assist with preparation of scheduling for parents' evenings.
- Collate and prepare admissions packs, ensuring contents are current.
- To be responsible for the maintenance and monitoring of the printers/copiers in school, including requesting service, and ordering toners.
- To assist Trust Administrator with management of the school email account.
- Ensure all pupil records are kept up to date on Trust MIS system.

Reception Duties

- To provide a warm welcome for parents, visitors and colleagues and deal with their requests in an efficient and professional manner.
- To answer the telephone in a friendly, professional, and efficient manner and record and pass on messages in line with school policy.
- To be a point of contact for both telephone and face to face enquiries and take messages where appropriate.

- To ensure school security arrangements are always complied with, including the issue of visitor badges, signing in on the visitor system, checking ID, recording DBS numbers where appropriate, and sharing the Safeguarding documentation.
- To provide hospitality for visitors to the school.
- To deliver pupil items that are brought into the school office, efficiently.
- To chase school lunch requests with parents and families.
- Open and distribute incoming mail.
- Maintenance of the visitor sign in system, clearing visitors and staff each morning, adding, and deleting staff.

Other

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure all information is treated confidentially and have absolute discretion at all times.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/CFOO may determine.

Person Specification

Attribute	Essential	Desirable	Stage
Education/Qualifications	<ul style="list-style-type: none"> • Good numeracy and literacy skills with a GCSE grade C or equivalent in English and Maths. • Willingness to participate in training and development opportunities. 	<ul style="list-style-type: none"> • Working knowledge of Arbor • First aid qualification • Safeguarding Training • Additional qualifications and training relating to administration and finance. 	A/I
Experience	<ul style="list-style-type: none"> • Experience of working in an administration role. • Proven track record of working successfully as part of a team. 	<ul style="list-style-type: none"> • Experience in working in a school environment. • Experience of development, management, and operation of administrative systems. 	A/I/R
Skills/Knowledge	<ul style="list-style-type: none"> • Confident using Microsoft packages, and relevant computer database programs. • Ability to prioritise workload to complete all require tasks. • Ability to communicate with people over the phone in an appropriate and engaging manner, effectively answering any questions. • Demonstrate an organised and effective approach to handling a demanding workload. • Full working knowledge of relevant policies/codes of practice/legislation. 	<ul style="list-style-type: none"> • Ability to self-evaluate learning needs and actively seek learning opportunities. • Demonstrate a working knowledge of how to manage the reputation of a school and engage with the school community. • Analytical and problem-solving skills. 	A/I/R

	<ul style="list-style-type: none"> • Ability to relate well to children and adults. • Excellent verbal and written communication skills • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. 		
Personal Attributes	<ul style="list-style-type: none"> • Ability to relate to children and adults and specifically those from vulnerable backgrounds with significant emotional, social and/or learning / behavioural difficulties. • Ability to respond to sensitive issues with tact, diplomacy, and professionalism. • Ability to build and sustain effective working relationships. • A high degree of personal motivation and a positive “can do” attitude. 		I/R
Special Requirements	<ul style="list-style-type: none"> • A commitment to the Galileo MAT Vision and values. • A knowledge of safeguarding and child protection requirements. 		I