

## **JOB DESCRIPTION**

### **CHINGFORD FOUNDATION SCHOOL CHINGFORD ACADEMIES TRUST**

**JOB TITLE:** Administrative Assistant and Receptionist

**RESPONSIBLE TO:** Office Manager (TBC)

**RESPONSIBLE FOR:** None

**GRADE/PAY RANGE:** Scale 3 (Spinal Points 5-6)

**HOURS:** 36 hours per week  
Administration: 9.30am to 12:00 noon  
Lunch Break: 12:00 noon to 12:45pm  
Reception: 12:45pm to 5.30pm  
(Mon-Thursday and 5:15pm on Friday)

**WEEKS PER YEAR:** 46.01 weeks per year, which includes 5 working days during the school, holidays to be arranged with line manager

**KEY CONTACTS:** External - Parents  
Internal – Staff/Pupils

### **PURPOSE OF THE JOB**

- To provide a professional, personable Reception service to external and internal personnel
- To provide a high quality administrative support as required and directed

### **MAIN DUTIES AND RESPONSIBILITIES**

1. To provide a high quality, professional service on the school reception, and within the school administration team
2. To complete reception duties efficiently and to provide a professional and positive welcome to all visitors, students and staff
3. To issue visitor lanyards and ensure all persons signed in/out, in accordance with safeguarding protocols
4. To ensure that all safeguarding information is processed accurately for visitors on site including obtaining DBS information, recording as appropriate under the direction of Human Resources

5. To contact Site Services immediately when deliveries arrive.
6. To deal with enquiries, by email, telephone and in person, and to ensure accurate information is passed to the relevant parties in a speedy manner, maintaining confidentiality at all times
7. To maintain a neat and tidy reception area, ensuring school publications and other relevant information readily available for visitors
8. To arrange hospitality for visitors and staff
9. To oversee 'lost property'
10. To be responsible for incoming and out-going post including all franking of post and liaising with finance for postage top-up and consumables
11. To update and maintain email distribution lists and send emails to various 'groups' in line with policy and procedure
12. To support the management of the school website and school publications as directed by the line manager/CEO and to ensure compliant with school policy
13. Under direction from line manager, to liaise with the school publication personnel regarding content
14. To undertake the consumables stock take/audit and re-order resources including stationery as required in line with school policy and procedure
15. To assist in the organisation of school events and parents' meetings
16. To provide welfare cover for the medical room as and when required and directed by line manager, ensuring that all procedures are followed at all times and that the Medical Tracker is accurately updated
17. To provide typing, email and clerical support to colleagues as required, to include printing and distribution of report
18. To undertake photocopying as required and to collate and distribute documents as necessary
19. To be a named First Aider and undertake a 3 day First Aid course

## **General**

1. This position will be part of the administrative team and the receptionist role will be undertaken in partnership with another colleague. There is a requirement that this position will cover reception and welfare offices when the receptionist or welfare officer is absent.
2. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.

3. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
4. To be committed to, and comply with, all school policies.
5. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
6. To participate in appraisals annually in line with school policy.
7. To be actively responsible for own professional development and to participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively.
8. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
9. To work effectively and successfully in your team within school.

### **Safeguarding**

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education, 2014.' The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education, 2014, staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LWBF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of post holder .....

Signature .....

Date .....