

Hempstead Schools Federation



Job Description

Designation: Admin Assistant / Receptionist
Responsible to: Office Manager / Business Manager
Grade: D2

Purpose

The postholder will provide a comprehensive administration and organisation support service to Office Manager, Business Manager, Teachers and school.

Accountability

1. Act as first point of contact within the school filtering enquiries as appropriate and taking and passing on messages to appropriate staff.
2. Deal with distributing all incoming email and mail.
3. Circulating parent newsletter as directed by SLT.
4. Maintain security by issuing visitors badges.
5. Arrange provision of reception and hospitality to visitors to the school as required.
6. Responsible for the amendment of pupil records on Arbor Management Information System (MIS) and provide reports and information as required.
7. Maintain records of, and procedures relating to, pupil absences and unauthorised absences, liaising with parents, staff and the Local Authority (LA).
8. Maintain staff absence records on Arbor (MIS) and the school system, making returns to LA as required.
9. Liaise with staff absence and outside agencies as appropriate.
10. Provide clerical and administrative support to staff.
11. Maintaining meals arrangement / provisions on Arbor and liaising with the catering company and the kitchen staff.
12. Maintain general administrative filing and computer-based records to ensure data can be extracted easily when required.
13. Act as the first point of 1st Aid.
14. Act in accordance with equal opportunities policy and undertake the duties as required by Senior Leadership Team.
15. To take part in 'in service training' as required.
16. Comply with Health & Safety Regulations

Organisation

The postholder will be directly line managed by the Office Manager through regular daily contact and will be responsible to the Business Manager in the performance of duties.

This is a varied and rewarding role combining general school administration with responsibility for our admissions process. You will be the first point of contact for parents and carers, visitors, and outside agencies, and you will play a key part in ensuring prospective families have a great first impression of our school.

The post holder will have no line management responsibility.

The postholder will be required to deal directly with parents on a range of issues and pass them to the relevant parties.

Provide general administrative support across the school, including management of the school staff diary and parent-facing online events calendar, and coordination of key events.

Direct liaison with our Friends of Hempstead.

Financial Accountabilities

The post holder will have no direct financial responsibility.

Working Environment

The post is based within the school buildings.

Person Specification

- Good standard of education GCSE C equivalent to Grade 4
- Good IT skills including Microsoft Office, Office 360
- Excellent organisational skills and great attention to detail.
- A confident, friendly, helpful manner with parents/carers, staff, pupils and visitors.
- Experience of maintaining manual and computerised administrative systems
- Knowledge of MIS, Arbor, SIMs, Bromcom or similar would be desirable
- Good verbal and written communication skills to deal with enquiries and correspondence.
- Ability to work effectively as part of a team.
- Excellent verbal and written communication skills for dealing with enquiries from pupils, parents, relatives, teachers, governors and Local Education Authority staff.
- Diplomacy and tact to be able to deal with the above when required.
- Discreet, understand confidentiality and data protection

Safeguarding of students and Duty of Care

- All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.
- All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.
- Annual safeguarding training is offered to all staff at Hempstead Schools Federation.

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the federation at the reasonable discretion of the Headteacher/Governors. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed:

Post Holder

Head Teacher