

## Job Description

<b>Job Title</b>	<b>Reception/Admin Assistant</b>
<b>Grade</b>	GLC Points 11-15 Hours of Work: 37hrs per week.
<b>Reports to</b>	Support Services Manager
<b>Responsible for</b>	Point of contact for parents
<b>Liaison with</b>	All Academy Staff, pupils & parents
<b>Job Purpose</b>	The Reception & Admin Assistant will work alongside the Front Office staff to promote high quality administrative support to all school staff, pupils and visitors.
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To liaise with all visitors and act as the front-of-house support to all enquiries; face-to-face &amp; telephone</li> <li>• To work alongside relevant staff to exchange information regarding incoming messages for pupils</li> <li>• To liaise with the designated parents/colleagues for parentpay/Dojo enquiries</li> <li>• To assist with providing administrative support to all school staff with regards; stationery requisitions, post, deliveries, stock check</li> <li>• To help keep up to date pupil records within SIMS's</li> <li>• To assist pupils with basic First Aid</li> <li>• To escort children to class if/when they arrive after normal school opening</li> <li>• To liaise with staff and update half termly documents as required</li> <li>• To ensure club registers are up to date and uploaded to Clubbly</li> <li>• To create logins and book covers for new pupils as and when required</li> <li>• To assist the SSM with trip data as and when required</li> <li>• To actively manage pupil in year admissions and nursery applications'.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• Your hours of work are to be as agreed with your line manager and a degree of flexibility is essential</li> <li>• Where working hours are changed as a result of a business or operational need, you will be expected to comply with the new hours so long as no substantial change has been made</li> <li>• In addition to those detailed above, other duties may be undertaken</li> </ul>

from time to time and the specific duties of the post may change as the post develops. You will be expected to co-operate where such changes are reasonable

- This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and individually take responsibility for doing so
- An enhanced DBS\* disclosure is required by all staff (\*formerly known as CRB)
- Responsibilities under Health and Safety:  
All staff have a responsibility to be aware of, and act upon the Health and Safety policies of The Academy. Full details are to be found on the website
- The GLC Academies are designated non-smoking sites

**Signatures:**

**Line Manager:** \_\_\_\_\_ **Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_