



Job Description for School Receptionist / Administrator

Job title:	School Receptionist / Administrator (Tonwell site)
Location:	Amwell View School Satellite Provision, Ware Rd, Tonwell, Ware SG12 0HN (with occasional travel to Amwell View School, Stanstead St Margarets, Stanstead Abbots SG12 8EH)
Hours:	Monday – Friday 08:30 -15:45 with a 30-minute lunch per day (33.75 hours per week) term time only.
Salary band:	H3 £20,211.00
Contract type:	Permanent
Reports to:	School Business Manager

This job description is not necessarily a comprehensive definition of the post. The duties and responsibilities listed below describe the post as it is at present, the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

The job description will be updated regularly in line with school's development plan

Note: The successful applicant will be based at this site for minimum 1 year, after which the site will be relocated to Buntingford. You will primarily work alone in the school office. However, on a daily basis you will collaborate with classroom teachers and communicate with the main site by email, telephone and frequent visits.

1. Introduction

1.1 You are accountable to the Headteacher and the Governing Body through the schools Organisation Chart.

1.2 You are required to maintain the school's ethos in accordance with the direction given by the Governors and expressed in the Mission Statement. You are required to support the Headteacher in implementing the Mission Statement ensuring that all learners have all the support they need to help them make the most of these opportunities.

1.3 The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

2. The role of School Receptionist / Administrator at Amwell View School

2.1 We are looking for a committed and enthusiastic Receptionist / Administrator, with a flexible approach to work and a personable and compassionate attitude to join our school's admin Team. You will help provide support for staff and learners at our satellite provision in Tonwell a short drive from our main School Site that is based in Stanstead Abbots.

2.2 The Receptionist / Administrator is accountable to the School Business Manager and undertakes particular duties as they may reasonably direct from time to time.

2.3 The Receptionist / Administrator is responsible for overseeing the school's front office by assisting staff, answering the telephone, managing the admin inbox, overseeing the school gate and assisting transport providers in addition to other general school administration tasks.



3. Key areas of responsibility

3.1 Reception Duties:

- Undertake reception duties, act as first point of contact in response to telephone and face to face enquiries, sign in visitors.
- Provide clerical support, this to include photocopying, filing, email and answering routine correspondence.
- Open, sort and distribute incoming mail and post outgoing mail. To sort the admin email account, forwarding emails to relevant staff.
- Assist with pupil welfare matters, including contacting parents and staff.
- Maintain manual and computerised records (current system – Arbor).
- Undertake typing and word-processing.
- Carry out administrative tasks, including the processing of orders, maintaining and collating pupil records.
- Assist with arrangements for visits, for example by school nurse, photographer.
- Ensure collection of attendance registers/ensure attendance is completed in the system for all classes.
- Contact children's parents/carers for absent children.
- To receive deliveries, check and arrange orderly and secure storage of supplies.
- To liaise with the main site admin team to provide regular updates.
- Ensure accurate record-keeping through the effective use of school management information systems and administration platforms in accordance with GDPR and school policies.

3.2 School Services Duties: (in collaboration with the School Services Coordinator)

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data.
- Maintain accurate records of communications with parents/carers.
- Build and refresh knowledge of the school's MIS and other relevant systems. (Arbor)
- Communicate with transport providers and parents.
- Coordinate with NHS teams for vaccinations, dental visits, and health consents.
- Manage monthly enteral feeding orders and communicate with nursing and dietetic teams.
- Collaborate on the School Travel Plan and promote sustainable travel options alongside the School Business Manager
- Liaise with catering providers and ensure communication of menus or changes.
- Oversee the delivery of school meals.
- At drop-off and collection times manage the front gate ensuring students safety.

3.3 First Aid:

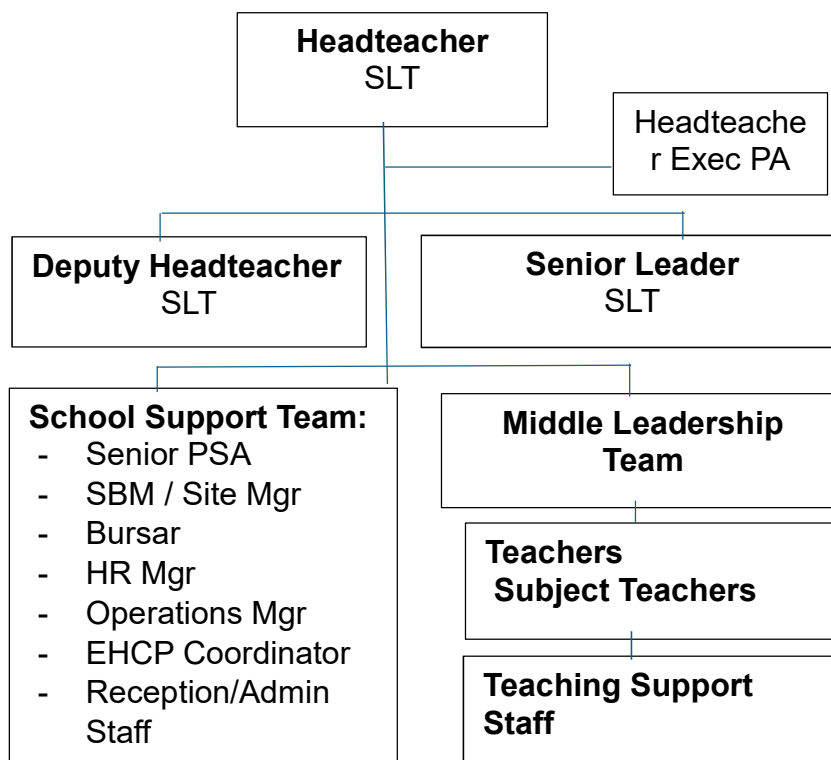
- As the designated First Aider, you will be responsible for providing medical attention in both non-emergency and potential life-threatening situations. In the event of a medical emergency, you will ensure that Senior Leadership Team (SLT) is notified, call 999, and contact parents. (We will cover all costs of a 3-day First Aid training course and subsequent refresher training)



3.4 Travel:

- Able to travel between sites when necessary for staff training or in case of an emergency.

4. Organisation chart



5. Accountabilities

5.1 The jobholder is managed by the School Business Manager.

5.2 The jobholder works under the day-to-day direction and supervision of the Office Manager.

5.3 You are required to:

- Undertake all reasonable precautions to safeguard the health and safety of pupils and staff at all times.
- Ensure that all pupils are treated fairly, consistently and with respect, that opportunities for reinforcing positive self-images are sought, that gender and race discrimination are actively discouraged.
- Encourage an environment and ethos which underpins and enhances pupils learning.
- Take active responsibility for formulating fair and consistent standards of discipline and follow up concerns according to the school's procedures.

6. Equalities

6.1 Be aware of and support differences and ensure that the school's equalities and diversity policies are followed.



7. Health and safety

7.1 Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

7.2 The job may require lifting children whose mobility is restricted. Appropriate training will be provided, if necessary.

7.3 The job may include clearing up blood and other bodily fluids of children.

8. Disclosure and barring service

8.1 This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

9. Safeguarding children and safer recruitment

9.1 You will ensure that child protection and the safeguarding of students are always given the highest priority.

9.2 Amwell View School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.



Person Specification - Receptionist / Administrator (Tonwell site)

Essential	Desirable
Qualifications:	
GCSEs English and Math's Grade C/Grade 5 and above Experience working in an administrative position High standard of written and oral communication Able to use computer pages and have an in-depth understanding of Microsoft Office. Able to work on your own and as part of large team	Experience of working in an educational environment with SEN learners. Experience of school systems such as Arbor Qualified in first aid (training can be provided)
Personal Attributes:	
Genuine passion and a belief in the potential of every pupil Understands of the needs of children Ability to use standard office software. Ability to work in a team Self-motivated and reliable Ability to communicate effectively and relate well to others Effective time management and organisational skills Commitment to inclusion, equity and the safeguarding and welfare of all pupils Demonstrate excellent attendance, punctuality and professional appearance Hold a full-UK driving license and has access to own car	