



## **Admin Team**

**JOB TITLE:** Support Assistant – Reception/Admin

**REPORTS TO:** Support Manager (PA/Admin)

**BAND:** 3

**SUPERVISES:** Not Applicable

### **JOB PURPOSE:**

To provide an efficient and friendly Reception facility under the direction of the Support Manager (PA/Admin)

To work under own initiative to ensure workload is prioritised and efficiently completed

### **KEY ACCOUNTABILITIES**

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

To be responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible, or with whom you come into contact, by adhering to and ensuring compliance with the relevant Trust/School Safeguarding Child Protection Policy and Procedures at all times. If, in the course of carrying out the duties of the role, the job holder identifies any instance in which a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead so that a referral can be made accordingly to the relevant third party services.

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Appraisal; and contribute to the identification of own team development needs

### **PRINCIPAL RESPONSIBILITIES/DUTIES**

- To provide secretarial and clerical support, ensuring accuracy and confidentiality at all times
- To welcome visitors, inviting them to follow on-site Health & Safety procedures
- To answer and direct telephone enquiries from staff, pupils, parents and the general public
- To provide administrative support, including photocopying, typing, filing, scanning, pupil reference requests, receiving deliveries
- To distribute staff/departmental mail, opening if appropriate; recording and posting outgoing mail.
- To oversee the booking systems for spaces for mentors/visitors and peripatetic staff

- To oversee the pupil receptionists
- To report student and school issues in line with the school's policies for health and safety, child protection, behaviour management etc.
- To attend meetings and training sessions as required
- To be involved in extra curricular activities, e.g. open days, presentation evenings
- At the discretion of the Headteacher, to undertake such other activities as may from time to time be agreed consistent with the nature of the job described above