



## Job Description

<b>Job Title</b>	Receptionist - Administrator
<b>Department</b>	SGS Pegasus School
<b>Reporting to:</b>	SGS Pegasus School Headteacher
<b>Main Purpose of the role</b>	
<ul style="list-style-type: none"> <li>• To promote and secure high standards of administrative support</li> <li>• To actively contribute to SGS Pegasus School vision, aims and objectives</li> </ul>	
<b>Key Tasks / responsibilities:</b>	
<p><b><u>SCHOOL OPERATIONS</u></b></p> <ul style="list-style-type: none"> <li>• Act as the first point of contact for visitors, parents and pupils – undertake reception duties, telephone calls and face to face enquiries, manage the signing in and safeguarding verification process of all visitors</li> <li>• Recording daily registration</li> <li>• Maintain the head teacher’s and the school diary by arranging appointments, liaising with staff and dealing with enquiries</li> <li>• Assist in organisation, communication and bookings relating to educational visits</li> <li>• Liaise with the catering contractor to manage school dinner provisions, menus, catering requirements for events</li> <li>• Support with orders and associated admin for all school schemes e.g. School Milk for Under 5’s, Universal infant free school meals (UIFSM) and Fruit and Vegetable scheme</li> <li>• Arranging school photographs and school uniform orders/enquiries, dealing with administrative aspects relating to ordering and distribution.</li> <li>• Assist in the administration of minor first aid when necessary; to undertake initial and refresher first aid training. To look after sick and injured pupils, liaising with staff and parents</li> <li>• Assist in the coordination of meetings for parents and training courses</li> <li>• Support the preparation of the head teacher’s report for full governing body meetings</li> <li>• Supporting the SGS Pegasus Lead Administrator</li> </ul> <p><b><u>ADMINISTRATION</u></b></p> <ul style="list-style-type: none"> <li>• Provide general clerical/administrative support, including photocopying, other reprographics, completing standard forms, responding to routine correspondence and laminating</li> <li>• Ensure the smooth running of the office, maintaining up to date computer-based and manual filing systems</li> <li>• General filing and electronic document organisation</li> <li>• Distribute both internal and external mail.</li> <li>• Operate relevant IT systems such as Word and Excel, Email</li> <li>• Update and manage the Arbor administration network - working with the school's chosen network service platform - including inputting electronic attendance data, pupil and staff absence</li> <li>• Undertake typing, word processing and other ICT based tasks including the School newsletter, Parent Mail/Texting service and School’s parent portal (Class Dojo) etc</li> <li>• Assist in the development and updating of the school website and support the use of other sites used by school</li> </ul>	

## HR ADMINISTRATION

- To work in conjunction with The Trust's HR team to provide HR support for the school

## FINANCE ADMINISTRATION

- To work in conjunction with The Trust's Finance team to provide Finance support for the school

## DEVELOPING SELF ESTEEM / BEHAVIOUR EXPECTATIONS

- Promote equality and to treat everyone with fairness and dignity
- Develop an ethos of inclusion
- Promote positive values, attitudes and behaviour
- Understand and support whole school strategies to support pupils' self-esteem and self confidence
- Understand and support high standards of behaviour, and share in whole school responsibility for the safety, well-being and behaviour of all pupils

## COMMUNICATION AND TEAM COLLABORATION

- Be part of a whole school team, involved in decision-making
- Be proactive in identifying opportunities for working with colleagues, developing and sharing effective practice

## HEALTH AND WELL – BEING / SAFEGUARDING

- Adopt SGS Pegasus School policies and procedures and be aware of local and national policies and guidance on the safeguarding and well-being of pupils
- Keep up to date with safeguarding training
- Recognise health and safety is a responsibility of every team member, taking responsibility of the care of self and others
- Adhere to SGS Pegasus School Health and Safety policy and any school-specific procedures / rules that apply to this role
- Supporting Teaching and Support staff with the implementation and monitoring of EHCPs

## PERSONAL AND PROFESSIONAL DEVELOPMENT

- Improve personal practice and performance and take responsibility for identifying and meeting own professional development
- Participate and contribute to performance appraisal reviews
- Attend training as required

## FRAMEWORKS

- Maintain up to date knowledge and understanding of the professional duties of teachers
- Work within SGS Pegasus School policies, procedures and practice and contribute to their development as required

## ALL STAFF

- **This job description is not an exhaustive list. The post holder may be required to undertake other duties commensurate with their role as directed by the Headteacher**
- **An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Appraisal Policy**

<b>Role Dimensions</b>					
<ul style="list-style-type: none"> <li>When the school is full, all staff will support the Headteacher's responsibility for the care and education of 80 full time pupils</li> </ul>					
<b>Key Interfaces</b>					
<ul style="list-style-type: none"> <li>The Board and the Governing Body of the LGB and SGS Academy Trust</li> <li>Parents of students (both existing and prospective)</li> <li>Local mainstream and special schools</li> <li>Senior Leadership teams of SGS Academy Trust and partners</li> <li>SGS Pegasus Lead Administrator</li> </ul>					
<b>Supporting SGS Academy Trust Goals and Values – all roles</b>					
<p>In addition to the particular requirements and characteristics of individual roles, all people employed by SGS Academy Trust are expected to actively support the achievement of the Trust's goals and, at all times, both internally and externally, to behave in a manner consistent with the Trust's mission and values.</p> <p>This means:</p> <ul style="list-style-type: none"> <li>Performing your role and delivering your service in a way that helps the Trust achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.</li> <li>Promoting the image of the Trust as one that is committed to the highest standards of delivery and service.</li> <li>Sharing the Trust's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work.</li> <li>Sharing and prioritising the effective implementation of the Trust's Equality and Diversity Policy.</li> <li>Promoting and implementing best practice in Health and Safety,</li> </ul>					
<b>Measurable Performance Standards for this role</b>					
<p>The responsibilities of the post are to be performed in accordance with:</p> <ul style="list-style-type: none"> <li>SGS Pegasus School Performance Appraisal Policy</li> </ul>					
<b>Level of Disclosure and Barring (DBS) disclosure required</b>					
Enhanced with barred list checks					
<b>Author and Date</b>					
Dominic Broad (SGS Pegasus Headteacher) – September 2020					
<b>Job Evaluation (for HR Completion)</b>					
Score		Profile		Level	

As the needs of the Trust change, so the above job profile, duties and location of the role within the Trust may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

# Person Specification

Receptionist - Administrator

Criteria	Essential	Desirable	Assessed by
<b>Qualifications and attainments</b>			
A qualification in English/Literacy and Mathematics/Numeracy equivalent to at least level 2 of the National Vocational Qualifications framework	✓		Application
Evidence of commitment to Continuing Professional Development		✓	Application
Further qualifications related to administration/business support		✓	Application
<b>Experience and knowledge</b>			
Previous experience of administrative work within a school/college environment	✓		Application/Interview
Experience of and understanding of EHCPs	✓		Application/Interview
Previous experience of managing orders and associated admin for all school schemes e.g. School Milk for Under 5's, Universal infant free school meals (UIFSM) and Fruit and Vegetable scheme		✓	Application/Interview
Previous experience of managing a schools SIMS administration network		✓	Application/Interview
Excellent working knowledge of the full Microsoft Office suite including Excel and PowerPoint	✓		Application/Interview
IT literate across the Windows platform	✓		Application/Interview
Experience of supporting HR team with duties		✓	Application/Interview
Experience of supporting Finance team with duties		✓	Application/Interview
<b>Skills and abilities</b>			
Able to relate and communicate with a range of different audiences	✓		Application/Interview
Able to communicate with enthusiasm, integrity, resilience, sensitivity, good humour and energy	✓		Application/Interview
Able to build and develop teams capable of achieving excellence in goals and objectives	✓		Application/Interview

Criteria	Essential	Desirable	Assessed by
Ability to investigate, solve problems and make decisions	✓		Application/Interview
Able to use own initiative and motivate others	✓		Application/Interview
High level of organisational and planning skills	✓		Application/Interview
<b>Essential College attributes</b>			
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way	✓		Application/Interview
Influencing skills: The ability to persuade others	✓		Application/Interview
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships	✓		Application/Interview
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner	✓		Application/Interview
<b>Circumstances of role</b>			
A willingness to support out of hours activities i.e. School Fairs, field trips etc.		✓	Application/Interview