



JOHN MASON SCHOOL

Central Team Receptionist, Administrator and Student Support

JOB DESCRIPTION

Objectives of the role:

Under the guidance of the Central Admin Team Lead:

- The post holder will provide the efficient and smooth running of the Reception area and deal with all visitors coming into John Mason School – including parents, staff and students. The post holder will be expected to organise, schedule and prioritise their own work and be a member of the Central Admin Team. This will involve taking on administrative responsibilities as required. The post holder will report to the Central Admin Team Lead.

KEY RESPONSIBILITIES AND DUTIES

Main Areas of Responsibility

- Undertake reception duties, answering routine telephone and face-to-face enquiries and welcoming and signing in visitors
- Assist with pupil welfare duties and liaising with parents/staff etc
- Using the school MIS for absence reporting
- Assisting with arrangements for visits by the school nurse, photographer etc
- First point of call for student welfare and first aid
- Oversee the work of Student Receptionists.

Key Tasks

- Provide routine clerical support e.g. photocopying, e-mailing, filing, postage, complete routine forms.
- Undertake word processing and other IT based tasks within the central team
- Operate office equipment
- Assist EVC with coach bookings for trips and events
- Update the telephone list and staff pin codes and main point of contact for the telephone company.
- Use Bromcom to access information about students or staff as required (e.g. timetables, contact details) and address letters home as required
- Sign for any incoming mail and parcels requiring signature, Sort and stamp outgoing mail.
- Order or provide visitor refreshments as requested by any member of the SLT
- Book rooms and refreshments as required for meetings.
- Use of Bromcom for registering late and sick students.
- Stationery ordering for Admin support staff
- Up keep of driving to work register
- Printing of sixth form ID and staff passes

Responsibilities

- Undertake training or invest time to become familiar with essential software and ICT systems used by the school.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Other support duties may be required as directed by the HR and wellbeing Manger

(This job description is not intended to be exhaustive and it is expected that there will be other tasks to be agreed from time to time).

John Mason School is committed to Staff Development and to achieve this end all members of staff have an annual Staff Development interview with a colleague to look back over the past 12 months, review work and training needs and to look forward and plan personal development for the forthcoming 12 months.

All non-teaching employees are subject to a probationary period of 6 months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence.

For all staff – You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety and that of others affected by what you do or do not do
- Co-operate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare

Report any health and safety concerns to your line manager as soon as practicable

Hours: 37.5 hours per week. 8am – 4pm Monday to Friday; Term time only plus two Inset Days.
Job share considered.

Grade: NJC Grade 4

JOHN MASON SCHOOL

Central Team Receptionist, Administrator and Student Support

Experience	<ul style="list-style-type: none">• Strong IT skills including Microsoft Office applications and Outlook• Excellent communication skills (written and verbal)• A good grasp of the English language (spelling and grammar)• Keen attention to detail• The ability to show initiative• The ability to stay calm under pressure• Excellent organisational skills• The ability to prioritise and be flexible• Good team working skills• An enthusiastic and confident nature• Trustworthiness
Knowledge/Skills	<ul style="list-style-type: none">• Good understanding and ability to use relevant technology e.g. photocopier• Keyboard/computer skills• Willingness to participate in development and training opportunities• Ability to relate well to students and adults• Ability to work consistently as part of a team, understanding school roles and responsibilities and your on position within these.• Initiative.• Respect for the state education system and all those who work so hard to make John Mason a thriving school.• Willingness to take first aid training.

Updated September 2022

Name:	
Signed:	
Date Agreed:	