



Job Description: **School Receptionist & Administrative Assistant**

Reports to: **Senior Administrator**

Hours: 37.5 Hours per week (**term time only**)
(Mon-Fri: 7.45am – 3.45pm)

Review and Amendment: This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Head of School and Senior Administrator.

Purpose of Post

To welcome visitors into the school and provide administrative and clerical functions for the school and its staff, ensuring that the services are provided in an efficient, effective and timely way and in compliance with the requirements of the Acorn group and the school senior leadership team.

Meadowcroft School is an independent school for young people with social, emotional and behavioural difficulties. We have 4 sites in the Wakefield area. All staff contribute to the provision of a supportive, caring, learning environment.

Main Duties

A range of support functions including, but not limited to:

- Reception and hospitality towards visitors to the school, offering refreshments and generally promoting a welcoming image.
- Ensuring all visitors are signed in and out of the school.
- Escorting visitors around the premises when necessary.
- Handling telephone enquiries from professional agencies, parents and others.

- Organise Meetings and prepare appropriate paperwork
- Tidy and maintain the reception area and meeting rooms.
- Assisting the Office staff with administrative tasks and covering annual leave.
- Ordering resources for all staff.
- Preparation of letters and assorted internal documents.
- Deal with agency staff (Safer recruitment checks)
- Update trackers
- Undertake additional responsibilities subject to the needs of the school.
- Administer Petty Cash requests ensuring the exchange of money and receipts are accurately documented.
- Administer medication if required.
- Oversee the signing in and out of all school/car keys ensuring safe return on a daily basis.
- Order and log all transport requests for purposes of appropriate use and invoicing.
- Support the Family Liaison Officers and DSL when required (Pupil files and recording data on isams).
- Support the SEN team when required.
- Support Quality of Education team when required

Person Specification

Essential Skills and Competencies

- Must be experienced and accomplished in the use of office software including Word, Excel, Power Point and Outlook
- Have a minimum of two years in an office environment
- Excellent customer care skills

The Successful Candidate will be:

- Able to deal with enquiries, correspondence and reports dealing with complex educational and professional issues
- Good standard of presentation and inter-personal skills – able to act as a reliable and effective first point of contact
- Sound organisational and planning skills and a flexible approach

Desirable Skills and Competencies

- Experience of working within an educational setting
- Driving licence due to working across 4 sites

Personal Characteristics

- Must be honest, reliable and trustworthy
- Able to satisfy enhanced DBS check that there are no impediments to working with children
- Empathy with young people particularly those with additional special needs
- Able to manage and respect confidential matters
- Seeks opportunities for personal development
- Committed to achieving equality of opportunity
- Able to work under pressure and meet deadlines
- Able to work as part of a team
- Able to use own initiative

Other duties and responsibilities

The job description can never be fully exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.

Confidentiality

It is expected that all Meadowcroft School employees understand the nature of our work is confidential and details about our pupils and their families, associated services, pupil records and activities/incidents at the school should not be divulged to members of the public. If there is a breach of confidentiality, this may result in disciplinary action being taken.