

**Monkwearmouth Academy Job Description**

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| **Post Title:** | Receptionist/Administration Assistant |
| **Reporting to:** | Office Manager |
| **Working Time** | Full time, 37 hours per week, term time only plus 20 days |
| **Key Responsibilities:** 1. Provide front line contact and reception support on a daily basis for the academy office, answering and dealing with telephone calls and dealing with all visitors.
2. Responding to student queries at reception.
3. Provide general administration support carrying out a range of duties.
4. Use of MIS database to input data, maintaining the database ensuring student information is accurate and up to date and supporting with annual surveys and returns.
5. Use of internal systems e.g. the Arbor MIS system to print registers and access student information.
6. Be the first point of contact for visitors to the academy, ensuring the Academy Visitor Policy is complied with at all times.
7. Provide administration support for various event programmes including parent and award evenings.
8. Provide administration support for the school office including the preparation of letters, mail merge and communications to parents/students and stakeholders and photocopying as and when required.
9. Support with communication with stakeholders via social media platforms.
10. Prepare bulk emails and texts using the academy communications systems.
11. To sort incoming and outgoing post.
12. Organise and co-ordinate various student appointments.
13. Supporting the PA to the Headteacher and Office Manager with a range of tasks including the provision of administration support to the Senior Leadership team.
14. Whilst on reception arranging for appropriate staff to deal with any issues that arise regarding students in school.
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| **Other Specific Duties:**To be a full and active member of the Business Support team, assisting and covering for colleagues across the school. Employees are expected: * To consistently promote the school in a positive light at all times and to all stakeholders and to show respect to colleagues, students and other stakeholders
* To participate in the administration of emergency first aid in school
* Monkwearmouth Academy is inclusive and expects all colleagues to support in the behaviour management and supervision of students and take part with active duties to support student supervision on a daily basis
* To play a full part in the life of the school community, supporting its distinctive mission and ethos, encouraging and ensuring staff and students follow this example
* To continue personal and professional development through active engagement in the appraisal process
* To have a commitment to safeguarding and promoting the welfare of children and young people at all times in accordance with the School’s Child Protection Policy and Keeping Children Safe in Education
* To comply with the school Health and Safety Policy
* Comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description
* To carry out any reasonable request made by the Headteacher.
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