**JOB DESCRIPTION**

**Position:** Reception manager and PA to the Head Teacher at Oxclose Community Academy

**Scale: NJC 18-22**

**Hours per Week:** 37

**Responsible to:** Head Teacher

**PRINCIPLE RESPONSIBILITIES:**

To manage the school reception including the coordination and management of administrative staff, delegation of relevant activities and support of the wider school to meet the school’s educational vision.

Provide timely and effective secretarial and administrative support to the Head Teacher (and other members of the Leadership Team) in accordance with good secretarial practice.

Ensure the effective operation of the Head Teacher personal office to ensure the efficient discharge of functions to the Trust, teachers and parents including hospitality arrangements and management of the Head Teachers diary.

**Main Duties:**

* To supervise the day-to-day work of the administrative function of the school office
* To contribute towards the planning, development and organisation of the school office
* To supervise, train and develop reception staff as appropriate
* To support the organisation of school visits / events, school photographer etc.
* To ensure all visitors receive a warm welcome and in accordance with safeguarding procedures.
* To provide hospitality as required.
* To undertake word processing, IT based tasks and school correspondence
* To provide personal, organisational and administrative support to staff and the Governing Body
* To be responsible for ordering resources, ensuring best value
* To operate relevant equipment, IT packages, Trust wide systems e.g., SIMS
* To provide advice and guidance to staff on administrative issues
* To maintain appropriate records to satisfy internal audit
* To assist with marketing and promotion of the school as and when required
* To assist the Academy by maintain good relationships with staff, parents, Trustees, Academy Advisors, contractors’ representatives and external agencies in order to promote the objectives of the school.
* To assist in the preparation of school documentation and material for publication
* To develop and maintaining good practice in relation to the provision of an efficient and effective service within the reception areas and other administration offices.
* To encourage their staff personal and professional development, appraisal, keeping them informed of developments within the school that may reflect upon their working situation.
* To be responsible for keeping the Head Teacher informed of needs and concerns relevant to the work of the reception Staff
* To overseeing the reception team workload
* To have oversight of stationery supplies for admin
* To manage the development and implementation of the school’s annual cycle of administration tasks.
* To manage incoming and outgoing post, including distribution of such within the Academy.
* To answer the telephone and take messages, or where necessary, transfer the call on to the relevant member of staff.
* To manage any complaints or concerns on behalf of the Academy, escalating to a member of senior staff as required.
* To process correspondence on behalf of the Headteacher and other members of the teaching staff as directed.
* To maintain an accurate filing and archive system.
* To provide administrative support for senior members of staff when required (Typing, Organisation).
* To produce confidential minutes of meetings as directed by the Headteacher as directed

To ensure the efficient management of meeting rooms for visitors or internal Academy staff as required.

* To ensure the effective management of all reprographics requests.
* To manage the reporting/recording function of the CCTV system, providing confidential data as requested in line with Data Protection legislation.
* To manage lettings and hire of school facilities.

**General Requirements:**

* Committed to working within the academy’s policies and procedures whilst being aware of legislation relevant to personal role and responsibility in the school.
* Recognising equal opportunities issues as they arise in the academy and responding effectively whilst contributing to the overall ethos, values and aims of the academy.
* Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the Trust.
* To carry out duties in compliance with the academy’s Health and Safety policy and with due regard to Health and safety legislation and guidance, at all times.

**Confidentiality:**

All employees are required to work in a confidential manner in all aspects of their work and to be aware at all times of their responsibilities under Data Protection for the security, accuracy, and significance of personal data held electronically or in paper form alongside the Freedom of Information Act 2000.

The post holder must comply with the principles of the in relation to the management of Trust records and information.

**Review and Amendments:**

* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the above list of duties is not necessarily exhaustive.
* All employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
* This job description is subject to annual review and may only be amended after full consultation with the Trust Business Manager or Head Teacher.

***The Trust is fully committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share in this commitment.***

***As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, this position will be subject to an online search of publicly available information of the post holder and will also require an enhanced DBS disclosure.***

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| **Signature of Manager:** |  | **Date:** |  | **/** |  | **/** |  |
| **Signature of Post Holder:** |  | **Date:** |  | **/** |  | **/** |  |