Receptionist/Administrator – Student Services

18 hours per week (Job Share), term time only plus 3 INSET days
Wednesday, Thursday & Friday 8.30am – 3.00pm (30 minutes lunch)

NJC level 2a points 10 – 13
£7,111 – £7,334 per annum, £16,863 – £17,391 pro rata

Required ASAP

January 2019
Welcome from our Executive Principal

Sandy Secondary School continues to go from strength to strength; it has a fantastic staffing team and was rated as “GOOD” by Ofsted in December 2017 with outstanding features. It is a place all staff and students are pleased to attend and proud to be a member of the school community. The School continues to achieve some of the best GCSE results in the whole of Bedfordshire (and many of our surrounding counties), as well as at A level. The school has some stunning results from Years 9 and 10 as well, as we do have a policy of early entry where appropriate. We are one of the TOP 100 performing schools in the country and have been award a prize by the SSAT for the excellent progress our students make.

Our transformational journey continues this year, with even higher expectations, refinement of our systems and an even greater focus on achievement and success. I look forward to receiving your application and welcoming you to our school in person should you be shortlisted for interview.

May I take this opportunity to thank all applicants for their interest in this post and in Sandy Secondary School.

With best wishes

Miss Karen Hayward
Executive Principal

Receptionist/Administrator – Student Services

The role includes a range of reception and administrative duties in order to assist in the smooth running of student services.

This is a great opportunity for a hard-working, flexible team player who is able to demonstrate:

- A passion for working in a school environment
- Excellent inter-personal skills with students, staff and parents/guardians
- The ability to thrive under pressure in a busy environment with a varied workload

How to apply for the role:

Application is by completed application form. Applications are invited by email to: vacancies@sandyupper.net

Closing Date – Monday 21st January 2019 at 9.00am

Safeguarding

Posts working with either children and/or vulnerable adults will be subject to the disclosure of criminal records, the successful applicant will be required to undertake an enhanced DBS check.
Job Description – Receptionist/Administrator – Student Services

RESPONSIBLE TO: Behaviour & Attendance Manager

JOB PURPOSE: To provide reception and admin support for student services

HOURS: 18 hours per week (Job Share), term time only plus 3 INSET days
Wednesday, Thursday & Friday 8.30am – 3.00pm (30 minutes lunch)

GRADE: NJC level 2a points 10 – 13
£7,111 – £7,334 per annum, £16,863 – £17,391 pro rata

MAIN DUTIES AND RESPONSIBILITIES:

1. Answer enquiries made in person at Student Reception and by phone, directing the query to the correct person where necessary.
2. To take messages off the phone system and to record information on to lesson monitor.
3. Undertake word processing and/or copy typing. This will include standard letters and routine documents, individual letters, minutes etc.
4. Carry out the administration necessary for Bus Passes and anything of a similar nature.
5. Maintain information systems and input student data when required into school managements system(s) such as SIMS, Lesson Monitor, PS Engage and excel spreadsheets.
6. Collect money from students, (for school trips, photographs etc) and ensure it is forwarded to the finance office, in accordance with school procedures.
7. To check attendance at after school detentions the previous day if applicable and liaise with House Achievement Leaders.
8. Run reports such as detentions, attendance and missing marks and send copies to appropriate members of staff.
9. Send text messages to students who have detentions, send out lists of students to form tutors and enter on to SIMS.
10. Make appointments for students with external agencies.
11. Deal with lost property.
12. To administer the ‘EduLink’ system which is used to record homework.
13. Admin for House Achievement Leaders as required.
14. Undertake filing, as required.
15. Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
16. Undertake any other duties, commensurate with the level of the post, as may be required from time to time.
Health and Safety:
To have an up to date knowledge and demonstrate a good understanding and knowledge of equalities legislation and the Equality and Diversity policies as applicable to the role.

Safeguarding:
Maintain and demonstrate a good understanding and knowledge of the School’s Safeguarding policies and procedures as applicable to the role.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

The School will endeavour to make any necessary reasonable adjustments to the Job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This Job Description is current at the date shown but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the School. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

‘We believe in the welfare and safeguarding of all children and expect ALL staff to share the same view’

Signed by Job Holder:  ................................................................. Date:  .......................  

Signed by Line Manager: ............................................................. Date:  .......................
Person Specification: Receptionist/Administrator – Student Services

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<tr>
<th>Attributes</th>
<th>Essential</th>
<th>Preferred</th>
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<tr>
<td><strong>Education/Qualifications</strong></td>
<td>Educated to GCSE level including English and Maths at grades A*-C or equivalent</td>
<td>RSA II – word processing</td>
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<td><strong>Experience</strong></td>
<td>Previous office experience.</td>
<td>Previous experience of working in a school</td>
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<td><strong>Skills/Knowledge/Aptitude</strong></td>
<td>Good standard of IT skills (word processing and spreadsheets).</td>
<td>Knowledge of SIMS, MS Office (Word, Excel and Powerpoint)</td>
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<td>Good organisational skills and ability to prioritise workload.</td>
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<td>Ability to work as a member of a team.</td>
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<td>Ability to work on own initiative within set boundaries.</td>
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<td>Good communication skills</td>
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<td><strong>Motivation</strong></td>
<td>Willingness to undertake further training</td>
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<td><strong>Physical</strong></td>
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<td><strong>Other</strong></td>
<td>Willingness to undertake first aid training</td>
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