



## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Data and Admin Receptionist
<b>HBC Grade:</b>	HBC3
<b>Service:</b>	Schools
<b>Division:</b>	The Bridge School

### **Main Purpose of the Role**

To manage the Reception area of the school, manage the organisation of all data relevant to student's placements and progress, and the presentation of this. To type and present reports for distribution to stakeholders, and to compile minutes of meetings.

### **Key Duties**

#### **Administration**

<b>1</b>	Undertake, to a high quality, typing, word processing and other ICT based tasks including the production of letters, reports, schedules etc. to be used by staff, partner schools, students, parents/carers and other multi-agency services.
<b>2</b>	Maintain manual and computerised records and/or management information systems, incl. SIMS
<b>3</b>	Collation of registers and the completion of various returns as required by the local authority and DfES e.g. Census, staff attendance, supply data, etc.
<b>4</b>	Analyse and evaluate data/information and produce reports/information as required
<b>5</b>	To manage the preparation and production of quality information and reports for professionals in referring schools and collaborating agencies.
<b>6</b>	Take notes at meetings and circulate high quality minutes to attendees e.g. staff meetings, student reviews, professional associations, HR meetings, etc.
<b>7</b>	To organise and provide clerical support, e.g. photocopying, filing, emailing, completing routine forms and responding to routine and complex correspondence.
<b>8</b>	To maintain and update the school website information, social media and school news.
<b>9</b>	Liaise with Alternative Providers and 1:1 Tutors where necessary.
<b>10</b>	To participate and assist in the organisation of examination administration/invigilation as and when required.
<b>11</b>	To undertake reception duties, answering telephone and face to face enquiries and signing visitors and students in and out.
<b>12</b>	To ensure that the Reception of the school is well presented and operates in an effective and positive way for the students, staff of the school, and all visitors
<b>13</b>	Sorting and distributing the internal and external mail.

<b>General</b>	
<b>1</b>	Comply with and assist with the development of policies and procedures relating to health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
<b>2</b>	Be aware of and support difference and ensure equal opportunities for all.
<b>3</b>	Ensure that students understand, through your communication and modelling, a clearly defined code of conduct and interaction consistent with the school ethos.
<b>4</b>	Establish constructive relationships and communications with other agencies and professionals.
<b>5</b>	Participate in training and other learning activities and performance development as required.
<b>6</b>	Undertake personal development through training and other learning activities as required, and reflective of Performance Development objectives
<b>7</b>	Attend and participate in meetings as required.
<b>8</b>	Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns at an appropriate person.
<b>9</b>	Be aware of and support difference to help ensure everyone else has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
<b>10</b>	Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.


The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

	Education	Experience	Knowledge	Skills & Abilities
<b>ESSENTIAL</b>	Excellent numeracy and literacy skills including GCSE Maths and English (A*-C)	Excellent written and spoken English	Excellent working knowledge required of MS Excel, Word and PowerPoint	Excellent interpersonal skills demonstrating the ability to relate well to students, parents and staff.
	NVQ Level 3 or equivalent qualification/experience in relevant discipline.	Understand the importance of effective documentation and record keeping	Database knowledge and input	Able to act with confidentiality, tact and discretion
		Experience of minute taking, dictation and accurate recording of discussions.	Knowledge of preparing reports, minutes, general correspondence, etc.	Demonstrates a courteous and friendly approach
		Record of quality typing of reports with a high level of accuracy and thoroughness.	Ability to manage a variety of competing priorities and meet deadlines	Work as part of a team
		Minimum 2 years' experience of operation of administration systems	Ability to formulate ideas and solutions and present them effectively	Proven organisational skills with a high level of accuracy
		Proven ability to work effectively and sensitively with a variety of people	Able to create and develop new spreadsheets or databases and produce specialist reports	
			High levels of organisation and initiative	
			A good manager of time	
<b>DESIRABLE</b>	NVQ Level 3 (or equivalent) in Admin	Previous experience of exam processes in an education setting	Knowledge of the education service	Experience of working with SIMS or other similar MIS
	Typing or Word Processing qualifications e.g. RSA II	Experience of liaison with outside agencies	Knowledge of website maintenance	Able to give training in the use of MIS and other software to colleagues
	Evidence of further/higher level of education	PA or Secretarial experience		
<b>HOW IDENTIFIED</b>	Production of qualifications at interview	Application / Interview / Assessment	Application / Interview / Assessment	Application / Interview / Assessment

<b>Other requirements of the post</b>	
<b>ESSENTIAL</b>	Self-motivated and determined
	A flexible and adaptable approach
	Committed to safeguarding and promoting welfare of young people
	Able to actively support, promote and encourage The Bridge School's ethos, culture and values
	Willingness to participate in relevant training and development opportunities
<b>DESIREABLE</b>	
<b>HOW IDENTIFIED</b>	Interview / Assessment / Production of documentation

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

For office use only:

<b>Date Created:</b>	<b>21<sup>st</sup> May 2019</b>
<b>Agreed by:</b>	

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.