



Warriner Multi Academy Trust

Receptionist/Administrator

Job Description

The directors and LGBs are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.

Job Information	
Reporting to	Receptionist/Administrator
Grade	Grade 5 Points 5-7 (£25,584-£26,403)
Salary	£25,584 Pro Rata
Hours /Weeks	30hrs per week Mon-Fri 9am to 4pm

General information:

The successful applicant will provide reception and administrative support in school. You will be based in the school Reception office, which is shared with a full time Reception Administrator. You will work as part of the administration team which supports Pastoral, Teaching and Learning in school. All administrative staff are responsible to the School Admin Manager.

Main duties and responsibilities

Specific Responsibilities:

- To operate the call centre and manage incoming and outgoing calls
- Record messages and ensure they are passed on to the relevant recipient
- To receive and welcome visitors, ensure compliance with Health & Safety Fire Precautions, comply with safeguarding procedures for visitors or contractors
- To assist in dealing with enquiries from parents, outside agencies and the general public, both on the telephone and in person
- To assist in dealing with work related requests from staff and students and ensure confidentiality at all times
- Use Groupcall Electronic Communication for school to home communication
- Upload/co-ordinate parents evening book system
- Arrange access to the school network/Wi-Fi for guest users
- End of day post run.



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General Responsibilities:

- Microsoft 2010 Word and Excel
- Collate and prepare reports using the Management Information System (MIS) and record information in GO, the attendance system
- Filing, maintaining systems
- Undertake other reasonable administration tasks as directed by the Admin Manager or Head of School
- Support Pastoral Administrators as and when required
- First aid for whole school
- Co-ordinate buses at 2.50 as and when required

As an employee you have legal duties which include:

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).