

Job Description: Student Receptionist

Reporting to: Pastoral Administrator

Start date: As soon as possible

Salary: Band 3 (£17,484 - £18,323) per annum.

Hours: 40 hours a week

Disclosure level: Enhanced

This job description should be read in conjunction with the Isaac Newton Academy Mission/Vision and Expectations papers found on the final pages of this brief.

The Role: Key Responsibilities

- To work with the Pastoral Administrator to provide a comprehensive administrative support service in order to ensure the smooth running of the student reception
- To undertake duties of the student receptionist, dealing with all student enquiries, lost property, databases etc. To act as Welfare Officer, being the first point of contact for students who feel unwell or require first aid
- To support in the management of student records including the filing of student data.

Student reception

- To be responsible for dealing with day to day student reception issues
- To establish a business-like environment and promote good relations with all staff and students
- To collect and keep safely all student phones and other valuable items
- To support the Pastoral Administrator in the maintenance of the detention database, sending text messages to parents/carers where necessary
- To maintain the lost property system
- To support the Academy's administrator in respect of student attendance, checking lessons for students who are unaccounted for
- To replace lost student locker keys and lanyards
- To be responsible for ensuring effective communication to students throughout the day as required
- To issue student IT log in reminders and arrange for print top ups as requested
- To support the development of students' independence skills
- To cover for the Academy Administrator/Receptionist when required
- To ensure the student reception area is clean, free from clutter and well presented.

Administration

- To support the Pastoral Administrator in administration associated with detentions, transition, Saturday stretch as required
- To be responsible for the maintenance of student files, ensuring papers are filed in line with school policy
- To be responsible for chasing students' contributions to trips, visits, musical instruments etc.
- To support other administration departments within the academy, including reprographics, hr, finance as required.
- To support with the administration associated with Parents' Evenings, Open Evenings and other key Academy events and to provide front of house support for these events.

Welfare

- To act as a first aider
- To log details on the first aid database
- To support the Pastoral Administrator in the organisation and monitoring of the administration of medication and safekeeping
- To type up care plans following the care plan meetings and distribute care plan to other stakeholders
- To report to the office manager, to ensure that the circumstances of accidents are properly reported, examined and recorded
- To support with student vaccinations
- To assist the Pastoral Administrator in ensuring first aid stock is maintained across the Academy.

Other

- To support admin/reprographics and other operations as and when required
- To maintain a presence around the school to ensure that the highest standards of behaviour and site usage are upheld
- To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate
- To be active in issues of staff and student welfare and support
- To cover for the Librarian at times
- To act as a test/exam invigilator as required
- To comply with and assist in the development of policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To carry out whole school duties (e.g. knox field, break etc.)
- To uphold the Academy's dining vision, eating lunch with KS3 and KS4 students
- To act as Bridges Mentor
- To be actively involved in the academy's enrichment provision
- To support with whole school initiatives
- To undertake training and development relevant to the post and in line with the Academy's priorities
- To undertake any other professional duties as set down in the ARK Schools pay and conditions of service document, and as directed by the Principal.