

Job Description

Junior School Receptionist / Administrative Assistant

The core purpose of this post is to provide a comprehensive, professional reception service to the Junior School.

The post holder would be expected to liaise with staff at all levels as well as parents, visitors, external agencies

The post holder will be expected to assist with the coordination and take an active part in the delivery of the whole school administrative needs in order to meet required deadlines.

The post holder will play a full part in the life of the school community in implementing its vision, mission and ethos and support staff and students to do likewise.

Specific Responsibilities of This Post

- The reception area making sure procedures and practices of the school are followed
- Respond to calls promptly and clearly in line with the school standards
- Daily monitoring of the access and security system
- Ensuring the school publications are made available at all times in the reception
- Pupil Absence / Parent post – Ensure that the procedures that are in place for recording student absence are followed in a timely fashion.
- Administrative Tasks as directed by the Junior School Administrative Officer.

Duties will include:

- Present a positive corporate image of yourself and the school
- Greet visitors promptly, treating them politely and making them feel welcome
- Use the school's systems to receive and record visitors, as appropriate
- Receive calls via the switchboard and take action as appropriate
- Take responsibility for the safe storage and collection of examination post both incoming and outgoing
- Keep visitors informed of any delays and developments
- Promptly alert relevant people about their visitor(s) arrival
- Provide requested information and other information which may be useful to them, within the guidelines of confidentiality
- Adhere to school's Safeguarding and Security procedures
- Refer any issues which you cannot deal with to the appropriate person
- Maintain the reception area to ensure an optimal impression
- Maintain confidentiality in accordance with Data Protection
- Liaise with teaching staff to meet requirements for school travel, i.e. hire of coaches
- Be able to offer minimum computer support in Microsoft Office Programs
- Seek out additional duties during quiet periods

Generic Responsibilities for All Farringtons Staff

- To actively promote the aims and ethos of Farringtons
- To work within the Farringtons framework with regard to Health and Safety
- To be committed to child safety and undergo child protection screening (DBS check) and training
- To follow the ethos of re-cycling in line with school policy
- To promote equal opportunities at Farringtons
- To support Farringtons commitment to the continued professional learning of all staff
- To undertake any additional duties as may reasonably be requested by the Headmistress or members of SLT.

Safeguarding

- To promote and maintain the standards of the school's commitment to safeguarding children
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Although there is no direct responsibility for children, this role will involve daily contact with pupils.
- All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced disclosure through the Disclosure and Barring Service.

Prevent Duty

- To promote and maintain the standards of the school's commitment to ensure all staff understand the risks of radicalisation within our School and how this risk may change from time to time.
- To ensure that staff are aware of the Prevent Strategy and are able to protect children and young people who are vulnerable or may be at risk of being radicalised.
- The School is committed to placing a strong emphasis on the common values that all communities share such as self-respect, understanding, tolerance and the sanctity of life. Pupils are taught to respect and value diversity as well as understanding how to make safe, well-considered decisions.

Health and Safety

- All employees have a legal duty to ensure the safety of themselves and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

Data Protection

- All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

Code of Conduct

- All Employees are expected to demonstrate consistently high standards of personal and professional conduct.
- All Employees must maintain high standards of the aims and ethos of the School both within and outside school, by:
 - treating pupils, staff and parents with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the employee's professional position
 - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
 - All Employees must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.