



Business Support Administrator (Reception)

Provide general administration and reception services within one of our schools.

Reporting to:	Director of Finance & Operations
Direct Reports:	N/A
Level:	BS4 (£23500 FTE, £20730 per annum for term time only + 1 week)
Contract:	40 weeks, 37 hours a week (8am to 4pm Monday to Thursday, 8am to 3.30pm Friday)

Job Purpose

- Deliver reception and administrative services for one of our schools
- Deliver effective and efficient administrative support activities, ensuring policies and procedures are followed at all times, including the accurate delivery of statutory and regulatory activities (e.g. attendance) in a timely manner
- Provide administrative support to senior members of staff, including Headteacher, Deputy Headteacher, SENCO and DSL and including time-sensitive and confidential projects
- Take responsibility for fire and evacuation and the administration of health and safety arrangements under the guidance of the Facilities and Services Manager, including keeping signage, grab bags and first aid kits up to date
- Assurance the accuracy of management information systems to enable accurate reporting relating to school data, attendance, demographic data, student-specific data and other information as required to Senior Leaders and Governors

Key Deliverables

- Administration – provision of reception and office services, general administration, PA services and reprographics
- Data and data analysis – delivery of robust and accurate data in school MIS systems including ensuring student records are accurate and up to date. Manage, monitor and administer student attendance and other statutory student records and school census information
- Support other activities in school, including admin and delivery of exams series and results and other administrative and organisational activities as required

Responsibilities

- Lead and manage an effective reception service offering an excellent service to customers and stakeholders
- Lead and deliver administrative support and school office services including administration, reprographics, organisation and delivery of specific projects and events and other ad-hoc activities as required
- Provide specific ad-hoc support for other senior staff, for example preparing reports and letters, recording meetings and organising meetings and events (e.g. Headteacher, Deputy Headteachers, DSL, SENCO)
- Support the development, maintenance and delivery of Federation and school-specific policies, procedures and documentation relating to all aspects of the Federation and school's work.

Person Specification – Knowledge, Skills and Attributes

	ESSENTIAL	DESIRABLE
Qualification/Training/Competences	NVQ 2 or equivalent qualification or experience in relevant discipline Good numeracy/literacy skills	Evidence of further training in school-based support First aid trained (FAW or EFAW)
Relevant Experience	General clerical/administrative/ financial work	Previous experience in a school environment
Knowledge	Effective use of ICT packages Use of relevant equipment/ resources Good keyboard skills	Knowledge of relevant policies/codes of practice & awareness of relevant legislation
Skills	Ability to relate well to children and adults with good customer service skills Work constructively as part of a team, understanding school roles & responsibilities and your own position within these Ability to identify own training & development needs & cooperate with means to address these Able to work on own initiative and self-starter	
Special Circumstances	Occasional attendance at meetings outside normal hours	