



King's Academy Oakwood Job Description Part time Receptionist / Admin Assistant

POST TITLE: Receptionist / Admin Assistant - 27.5 hours per week / 38 weeks (TTO) + 2 days

GRADE: £24,454pa pro rata plus £729pa Outer London Fringe pro rata
Actual gross salary (inc. OLF) £15,909.50pa

ACCOUNTABLE TO: Office Manager/HR Coordinator

PURPOSE OF THE JOB

To provide a welcoming and efficient reception service for the academy;
To undertake a variety of administrative and clerical procedures to support the efficient running of the academy office.

KEY ACCOUNTABILITIES

1. To welcome visitors to the academy, ensuring that all relevant safeguarding and signing-in procedures are followed;
2. To answer the telephone in a professional manner, routing all calls appropriately and taking accurate messages;
3. To open and distribute incoming post;
4. To provide refreshments to visitors if required;
5. To provide welfare support to the pupils of the academy. This will include undertaking minor first aid duties, assisting children with personal hygiene and notifying parents when children are ill;
6. To monitor the attendance registers and ensure first day calls are made to parents of all absent students
7. To undertake the typing / word-processing, collation and distribution of correspondence, reports, minutes and other documents as required;

8. To undertake administrative duties including record keeping, ordering, photocopying, filing, and dealing with incoming and outgoing mail;
9. To use computer systems (e.g. Arbor, School Comms) to input details, analyse and interpret data, run reports and make returns as required;
10. To liaise with other academy staff, academy associations and outside agencies/organisations as appropriate;
11. To provide assistance to the teaching staff, including photocopying and preparation of materials;
12. To assist with basic personnel and financial administration as required, in support of other members of the administrative team;
13. To carry out any other administrative or clerical procedure, within the responsibility level of the post, as directed by Executive Principal or Office Manager.

Safeguarding:

- Maintain a strong understanding of safeguarding responsibilities in relation to children and young people.
- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection Policy, Safeguarding policy and Code of Conduct.
- Ensure any safeguarding concerns are reported immediately in accordance with academy safeguarding procedures.
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.
- Promote a culture of vigilance and care in all interactions with students.

Health, Safety & Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

Equity, Diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity

Supporting the Academy

At an appropriate level, according to the job role, grade and training received, all employees at KAB are expected to:

1. Support the aims, values, mission and ethos of the academy and participate in a team approach to all aspects of academy life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection
4. Ensure concerns are reported immediately to the delegated member of staff
5. Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

OTHER DUTIES:

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.