

KEPIER



JOB DESCRIPTION

Name:

Job Title: Front office Administrator

Salary Scale: NJC

Point Range: 14-17

Actual salary: £16,781 - £17,772

Additional Payments: N/A

Permanent Contract

Starting on: 1st January 2018

Contractual hours: 37 per week

Weeks per year: 52

Lunch break: 30 minutes - time to be arranged, but flexibility is essential

Purpose of Job:

To provide an effective reception and administrative function for Kepier.

Principal Duties:

1. To be the initial point of contact for the school, ensuring that visitors to the school and telephone calls are dealt with swiftly and professionally.
2. To ensure that all visitors have registered at reception and have been issued with a security pass in accordance with current safeguarding guidance. To take visitors to other parts of the school if required to do so.
3. Collect late pupil attendance details and feedback in a timely manner to the required department.
4. To accurately record and securely store incoming cash with due regard to audit requirements.
5. To carry out data entry and data extraction of the school's management information system, Facility.
6. To provide high quality administrative support.
7. To deal with incoming and outgoing post.
8. To be competent in the use of all office equipment and computer systems.
9. To attend any training courses as identified by performance management which will assist in carrying out the duties assigned to this post.
10. To fulfil office duties in the absence of Office Coordinator.

11. To work as part of the Front Office Team and under the direction of the Operations Manager to carry out any other routine administrative duties that may be required from time to time.
12. Any other reasonable duties as requested by the Line Manager, Principal or member of the Senior Leadership Team that is not specified in this job description.

General:

- To promote and safeguard the welfare of the children and young people that you are responsible for or come into contact with.

Responsible to: Operations Manager

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.

Safeguarding

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children’s Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School’s Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

Signed (Employee)..... **Date**.....

Signed (Principal)..... **Date**