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COURT FIELDS SCHOOL

THE CASTLE PARTNERSHIP TRUST

Job Description

Office Administrator with Receptionist Duties

Grade 14

School Support Staff Pay Scale

Mantle Street

WELLINGTON

Somerset TA21 8SW

Tel: 01823 664201

Job title: Office Administrator with Receptionist Duties

Responsible to: Office manager/School Business Manager

Salary: Grade 14, Point 4 (Actual annual salary £16,424)

Hours: 37 hours per week. Term Time plus 3 Inset days and holiday hours (39 weeks) Hours distributed as follows to meet operational needs of the school and include half hour unpaid lunch break each day:

Monday	8-4
Tuesday	8-4
Wednesday	8-4
Thursday	8-3.30
Friday	8-4

Main Purpose of Job:

To support high standards of teaching, learning and achievement for all students within the aims of the school by undertaking receptionist and administrative duties providing the first line of contact between the school, parents and the community.

Main Responsibilities:

- Acting as school receptionist on a shared basis with other office colleagues, answering the school switchboard and welcoming visitors to the school, including issuing security badges.
- Working with students, either those who call at reception with questions or concerns, or those who are asked to report there to see members of staff.
- General SIMS related administration work including recording and updating student information and initiatives, running reports and completing paper registers.
- Undertake key communication tasks as directed by the Office Manager / Business Manager / SLT
- General administration in support of school organisation including filing; updating and maintaining records; photocopying.
- Word processing letters and other documents.
- Oversight and maintenance of school compliments/complaints file

Supporting Processes

Problem Solving & Creativity

- Works within described procedures and deals with day-to-day issues.
- Needs to deal with day-to-day problems, exchanging information, which may need some straightforward explanation.
- Significant number of interruptions and will determine own priorities on day to day matters in order to achieve deadlines, but will be expected to seek guidance to resolve any significant conflicting priorities.

Decision Making

- Correct decisions taken from a range of established procedures or techniques.

Physical Effort & Working Conditions

- Working on the reception desk in a busy office environment. Dealing with students, parents, members of staff and the public.
- Frequent use of ICT.

Contacts & Relations

- Regular and frequent contacts with students, members of staff, parents and all other visitors to the school.

Knowledge, Skills & Experience

- A proven knowledge and experience of Microsoft packages including Word and Excel.
- Essential personal qualities include enthusiasm, flexibility, discretion and commitment; well motivated and able to work on own initiative but also a good team player; well organised; effective communication skills; resilience and a sense of humour. Accuracy and an eye for detail.
- Relevant experience would be beneficial.

Additional Information:

- Comply with the requirements of the Data Protection Act and maintain strict confidentiality.

The Castle Partnership Trust is committed to safeguarding and all staff have a duty of care towards our young people. All complaints and concerns are fully investigated. Please note that for posts working with children the successful candidate will be required to undergo Disclosure and Barring Service checks in line with the Local Authority and School Child Safeguarding Policy.

This job description is current at the date shown, but in consultation may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.