



Job Description

Job Title:	PR Administrator and Lead Receptionist
Location:	West Exe School
Responsible To:	Executive Assistant and Senior Administrator
Salary Grade:	NJC Grade D
Contract:	Permanent Term Time Only 7.5 hours x 5 days a week x 39 weeks + 2 days (1477.5 hrs/annum)

Key Purpose of Job

Providing efficient, effective and professional administrative support

Anticipated Outcomes of Post

A professional effective and efficient service that meets the needs of the School

List Key Duties and accountabilities of the post

1. Be the first point of contact for the School, providing a friendly professional and efficient service.
2. Supervising, directing and monitoring 2 members of staff to ensure the delivery of an efficient and professional reception service.
3. Welcome visitors and respond to telephone and email enquiries, taking responsibility for ensuring that all actions are efficiently followed up and completed.
4. Ensure the safety and security of the School at all times, making sure that entry to the building is controlled, visitors are managed and safeguarding procedures are followed.
5. Communicate with parents / carers regarding all aspects of school life, receiving and passing on information between parents / carers and teachers.
6. Responsibility for ensuring the efficient production of all correspondence for trips and outings.
7. Ensure the reception area is kept smart and tidy and that noticeboards are kept up to date.
8. Lead on whole school communication, such as social media, collating information for newsletters, daily staff/student bulletins press releases etc, ensuring the school is being appropriately and professionally represented and alerting colleagues to any inappropriate communication that has been received.



9. Production of policy documents, letters and reports and other documents which are accurate and professionally presented.
10. Provide administrative support for meetings, including the preparation of agendas, and undertaking/producing the minutes of meetings as required.
11. Maintain and update school information, student files, records and databases, ensuring accurate electronic and paper filing of student records.
12. Provide other general administration where required.

Whole School Duties as Required

1. Provide cover for Student Reception.
2. Support invigilation for Examinations.
3. Provide administration for Examinations.
4. Organisation and attendance of Award Evenings.
5. Organisation and attendance of Parents Evenings.
6. Assist with the supervision of pupils out of lesson times, including before and after school and at break and lunchtimes.
7. Accompany teaching staff and students on visits, trips and out of school activities.

All adults in the academy have a statutory responsibility for the welfare and safety of children and young people and will be subject to regular DBS checks.

Other Duties

- a) To undertake additional duties as required, commensurate with the level of the job.
- b) To contribute to the effective working of the school.
- c) Maintain positive, professional relationships with students, parents / carers and teachers.
- d) Maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld.



- e) To participate in induction training, staff review processes and professional development opportunities.
- f) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- g) The School operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the School buildings, enclosed spaces within the curtilage of buildings, and School vehicles.
- h) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- i) The post-holder is expected to familiarise themselves with and adhere to all relevant School Policies and Procedures.
- j) The post-holder must comply with the School's Health and Safety requirements.
- k) The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post



Person Specification

Area	Job requirements	Essential/ Desirable	Evidence
A. Qualifications and Professional Development	GCSE English and Maths (grade C or above) or equivalent level of experience	E	A, C, I
	Willingness to identify and take part in relevant self-development opportunities	E	A, C, I
B. Experience	Experience of working in a customer facing role	E	A, I
	Administrative experience gained in a busy working environment	D	A, I
	Experience of managing an admin/support team	D	A, I
C. Knowledge/ Skills	To work under pressure and prioritise workload to meet deadlines	E	A, I
	Ability to remain calm in complex and pressurised situations	E	A, I
	The ability to fulfil all spoken aspects of the role with confidence and fluency in English.	E	A, I
	Good interpersonal skills. Ability to communicate confidently at all levels and develop and maintain effective working relationships	E	A, I
	Good level of written and verbal skills (including an excellent telephone manner)	E	A, I
	Ability to exercise discretion and maintain confidentiality	E	A, I
	Highly developed organisational skills with the ability to multitask. Can work flexibly and on own initiative	E	A, I
	Ability to carry out detailed work whilst maintaining accuracy and attention to detail. Accurate typing skills.	E	A, I
	Good standard of ICT skills, including Microsoft Office applications, in particular Word, Excel, Powerpoint and Outlook	E	A, I
Understanding of Health & Safety procedures, Child Protection issues and the Data Protection Act.	D	A, I	
D. Other Conditions	Must pass relevant safeguarding of children checks	E	C

Key to Evidence:

A – Application Form & Letter
C – Certificates

I – Interview
R - References