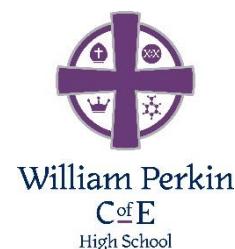




## Twyford Church Of England Academies Trust

"I have come that you might have life and have it to the full" John 10 v10



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### William Perkin Church of England High School

#### Job Description

<b>Job Title:</b>	<b>Senior Administrator incl. Reception &amp; Music Administrator</b>
<b>Grade:</b>	Grade 6, scale points 18-20
<b>Line Manager:</b>	William Perkin Office Manager
<b>Supervisory responsibility:</b>	None
<b>Hours:</b>	Full time (35 hours/week, 52 weeks/year)*

*\*07:30-16:00 (core hours 07:30-15:00 plus 1 hour TOIL).*

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#### Main purpose of the job

1. To have responsibility for Reception & Student Services
  2. To coordinate the workload related to the Pastoral and Reprographics Mailboxes
  3. To provide second-line administrative support Attendance Officer
  4. To have responsibility for the ordering of office and reprographics supplies and to coordinate the maintenance/service of reprographics machines
  5. To manage the music lessons and administration for the school
  6. To support the wider WP Admin Team with a range of organisational, clerical and general tasks including the Safeguarding of students through the SIMS Registration system
  7. To act in support of the Administration Team and the wider school
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#### Main responsibilities and tasks

- 1. To have responsibly for Reception & Student Services**
  - To act as the first point of contact for the school and to meet and greet visitors ('front of house')
  - To provide a high-quality information service to staff, pupils, visitors and external callers in respect of current and future school activities
  - To ensure that essential office forms are available and in the correct location at all times
  - To manage the allocation of school lockers to students at the start of the academic year & in year
  - To quickly process all incoming and outgoing mail and parcels
  - To quickly and accurately handle all incoming phone calls, visitors and deliveries
  - To order and distribute stationery and office supplies
  - To monitor access to the school site during school hours
  - To collect and distribute lost property
  - To have responsibility for student services in terms of:

- Dealing with enquiries from students
- Taking biometric readings when required and issuing lunch cards where necessary

## **2. To coordinate the workload related to the Pastoral and Reprographics Mailboxes**

Pastoral Mailbox:

- To manage the Pastoral mailbox by categorising emails and dealing with enquiries from teachers and other staff
- To ensure that tasks sent to the Pastoral mailbox are completed efficiently and effectively with help from members of the Administration team as required
- To process all reprographic requests (via paper or email) in a timely and accurate manner
- To prioritise the reprographics workload during busy times (e.g. internal exams)
- To maintain appropriate stock levels for the reprographics room
- To lead the process for SIMS Alerts – this includes liaising with the Duty Teacher, HOYs and SLT to ensure SIMS Alerts are dealt with in a timely manner
- To lead the process for Missing Students – this includes liaising with the Duty Teacher, HOYs and SLT to ensure missing students are found within a timely manner
- To support on the administration for whole-school events such as Parents' Evenings & Curriculum Evenings

Reprographics Mailbox:

- To manage the Reprographics mailbox by categorising emails and dealing with enquiries from teachers and other staff
- To ensure that tasks sent to the Reprographics mailbox are completed efficiently and effectively with help from members of the Administration team
- To lead and prioritise the reprographics workload during busy times

## **3. To provide second-line administrative support to Attendance Officer**

- To manage late students sign-in process, including registering students as late on SIMS
- To issue 'late to school' negatives for students signing in late on SIMS
- To register students leaving school early on SIMS
- When required, to check absence voicemails and emails, issue lates, send absence texts to parents/carers

## **4. To have responsibility for the ordering of office and reprographics supplies and to coordinate the maintenance/service of reprographics machines**

- To ensure office stationery and reprographics stock levels are appropriately maintained
- To place orders for office stationery and reprographics-related stock as necessary
- To maintain the reprographics machines where possible or request professional assistance from engineers
- To collect confidential materials requiring shredding and arrange for appropriate disposal
- To ensure the Office Manager and school is kept up to date with any issues relating to reprographics, printers, etc.

## **5. To have responsibility for music administration**

- To offer Music lessons to all students on a termly basis with invoicing as necessary
- To monitor payments/uptake of Music lessons, liaising with the Head of Music and Finance Team
- To produce timetables in line with school calendar, book rooms and send to each student termly
- To remind students of their allocated Music lessons on the Music notice board weekly
- To keep attendance records for all Music lessons and inform parents of non-attendance
- To arrange necessary refunds to students at the end of term in line with cancellation of lessons
- To send out end of year reports to parents

- To deal with all Music enquiries from students, parents and teachers
  - To arrange ABRSM exam entries termly with all related administration
  - To update the Music notice board with all relevant Music information, including exam results
  - To keep the community bulletin updated with Assembly prep instructions
  - To attend termly Music department meetings
  - To run a Music desk during induction events
- 6. To support the wider WP Admin Team with a range of organisational, clerical and general tasks. This includes, but is not limited to:**
- a) Attendance monitoring – to ensure the Safeguarding of students by:**
- Registering students signing-in late or leaving school early on SIMS
  - Following up missing registers and updating them with any relevant information
  - Assisting with locating students who are missing from lessons
- b) Behaviour monitoring**
- To assist with administrative processes relating to Detentions including duty call-outs
- c) First Aid delivery**
- To assist with attending to students in the Welfare Room and to ‘call-outs’
- d) Mailboxes**
- To send emails via SchoolComms – e.g. letters received in to the pastoral mailbox
  - To assist in dealing with enquiries received via the School’s office mailbox
- 7. General duties in support of the Administration Team and the wider School**
- To undergo first aid training and participate in the medical room rota
  - To monitor the admin mailboxes and complete tasks, including reprographics, as necessary
  - To undertake similar duties, commensurate with the level of the post, at the discretion of the Executive Assistant or SLT. This might include temporary re-deployment to meet the needs of the wider school, and may involve normal duties having a lower priority or being temporarily put ‘on hold’. These duties may include (not limited to):
    - General clerical / administrative / filing support; collecting and distributing lost property
    - Lunchtime and/or temporary cover
    - Supporting preparations for major School events
    - Communications with staff, students, parents and other external stakeholders
    - Administration supporting the admissions process
  - To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection
  - To adhere to School Health & Safety policy, including risk assessments and safety systems, and to assist with student welfare
  - To attend and participate in meetings, training, performance management processes and professional development, as required
  - To contribute to the overall ethos of the School

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### **Key measures of success**

- Timely and efficient management of visitors to reception and student services
- Timely and efficient use of the SIMS Registration system for Attendance monitoring

- Well organised, calm and responsive reception service
  - Well-managed Pastoral and Reprographics Mailboxes with emails being processed in a timely manner
  - Appropriate stock levels maintained for the School Office and Reprographics Room
  - Contribution to a well-organised, efficient and transparent administration system
  - Positive feedback from teaching staff and key users of the administration service
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### **Signatures**

Signature of Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_

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