



**Stowe Valley**  
MULTI ACADEMY TRUST

**JOB DESCRIPTION**

<b>Admin Assistant including Reception</b>	
<b>Scale</b>	D – Points 3 to 4
<b>Hours</b>	Hours to be Agreed
<b>Section</b>	Support Staff
<b>Responsible to</b>	PA to Headteacher
<b>Responsible for</b>	This position has no responsibility for line management

<b>Job Purpose</b>	To support the school by providing a first class reception service and to assist with data input and general administration.
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<b>Duties &amp; Responsibilities</b>	The current main areas of responsibility are as follows but all staff within school are expected to show flexibility in the reviewing of responsibilities to meet the school's needs, which may change from time to time.
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- To ensure the reception area is welcoming and tidy and to receive parents, visitors and contractors and carry out the associated administration (signing in, security badges, Health & Safety leaflets, safeguarding information).
- To operate the switchboard and electric access.
- Provide general information about the school and its activities and to deal with routine enquiries either in person, by telephone or by email.
- Provide information to students requiring help or assistance and referring them to an appropriate member of staff.
- The handling of incoming and outgoing mail and ensuring it is distributed to the appropriate person(s).
- The input and retrieval of student records and data onto/from the school's management information system.
- Responsibility for the allocation of student lockers and administration.
- Alerting staff to attend on call requests when needed.
- Sending out school communications to parents/carers.

- Put student detentions on the system and collate detention lists.
- GDPR champion
- Ensure the contractor tab on the single central record is accurate and up to date.
- Assist with the administration of special events i.e. Parents evening, Awards ceremony, Reward Trips etc.
- To liaise with the Local Authority and parents with regards student bus passes and school transport, and the booking of coaches for school trips.
- Assist with pupil welfare by being part of the team of first aiders.
- Promote the safeguarding of all pupils in the school and maintain awareness of Child Protection procedures.
- Participate in the school's appraisal process.
- The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the MAT Health and Safety policies.
- Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the school therefore retains the right to amend job descriptions to reflect changing requirements.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Admin Assistant/Receptionist will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.*

**Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.  
COMMITTED TO EQUAL OPPORTUNITIES**