

Salary: HCC Pay Scale Grade C

Hours: 19.5 hours per week, Monday, Thursday and Friday (09:00-16:00), Term time only (39 weeks)

Contract: Part time, Term Time, Permanent

Working weeks per year: 39 weeks

Responsible to: Administration Manager

Principle Responsibilities

- To undertake administrative tasks to support the School whilst based at reception throughout the school day, providing support and cover.
- To work with the Head of Year on Transition arrangements.
- To support other Senior Leadership Team (SLT) members when required.
- Provide a general administrative support function to the school.
- Undertake reception duties to cover the Reception team, answering general telephone queries, signing in visitors and being the front line of the school, in case of absences.

Primary Roles

Main Duties

- To lead on all administrative tasks that are required for a smooth transition for the new Year 7 intake.
- To communicate with parents and schools effectively.
- To support SLT to organise and run the annual Open Evening/Mornings.
- To support SLT to organise the annual Certificate Evening.
- To support SLT to organise and run the annual Parent Transition Evening.
- To support HOY to plan transition days/events for the new Year 7 intake.
- To provide cover for reception, including daily support, sickness and any other cover/support that may be required. This will include any administrative tasks, answering the phone and signing in visitors. This list is not exhaustive and may include other duties.
- Provide a general administrative support function to the school as delegated by the Administrative Manager.

General

- At all times, to share a commitment to safeguarding and promoting the welfare of children and young people
- Participation in training and other learning activities and performance development as required
- To be aware of and support difference and to ensure all students have equal access to opportunities to learn and develop
- To work co-operatively with others towards shared goals

- To play a full role in school life, to support and promote the Thornden ethos of high expectations, inclusion and access, the ethos the HISP Multi Academy Trust, and to encourage all students to follow this example
- To liaise with appropriate staff with regard to child protection and safeguarding, wellbeing, health and safety, confidentiality, and data protection
- Take responsibility for own professional development and to contribute to the school as a learning organisation
- To share expertise and skills with others
- To undertake other duties as required by the Deputy Headteacher commensurate with the grade of the post

This post is classed as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974 (as amended 2013 and 2020). An enhanced disclosure with a check of the Children's Barred List will be sought through the Disclosure and Barring Service as part of HISP Multi Academy Trust's pre-employment checks.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.