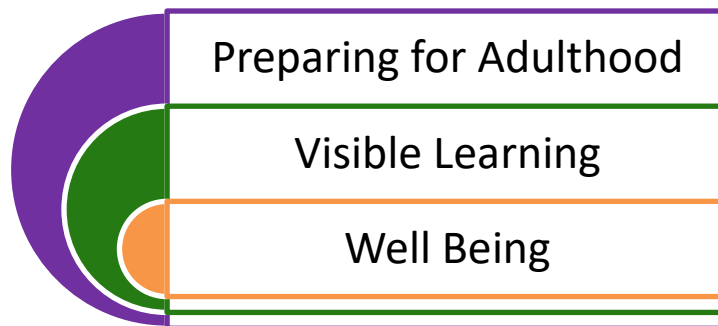


Stormont House School Teacher Job Description
Reception and Admin Assistant -Job Description
SC4

Our vision

Achievement for all in a unique world-class school

Whole School Priorities



Name of Postholder: x

This Job Description and Person Specification should be read in association with all other recruitment information and the priorities of the School Development Plan

What is the purpose of the role?

To provide an efficient, professional and welcoming reception and administrative service, acting as the first point of contact for visitors, staff, students and external stakeholders. The role supports the smooth day-to-day running of the school through effective communication, attendance administration and general office duties.

All staff have the following responsibilities:

Working positively with people of diverse backgrounds, characteristics, and experiences to achieve the School Vision of “Achievement for all in a unique, world-class school”

Key Responsibilities

1. Reception and Front-of-House

- Act as the first point of contact for the school, providing a friendly and professional reception service.
- Welcome visitors and ensure all safeguarding procedures (sign-in, ID checks, badges) are followed.
- Manage incoming calls, emails and enquiries, directing them appropriately.
- Maintain visitor logs, staff contact lists and general communication systems.
- Receive and distribute post and deliveries promptly.

2. Attendance Administration

- Support the daily operation of student attendance systems.
- Record attendance accurately and follow up on absences (e.g. calls/texts).
- Provide attendance information and data to support attendance monitoring and reporting processes.
- Escalate any safeguarding concerns related to attendance.

3. Administrative Support

- Provide general administrative support including:
 - Filing, photocopying, scanning and data entry
 - Preparing letters, reports and documents
 - Maintaining accurate paper and electronic records
- Support staff with administrative tasks such as bookings and communications.
- Assist with maintaining student records and updating MIS systems.

4. Student and Operational Support

- Support student services administration (e.g. transport lists, contact details).
- Provide administrative support for school trips, events and visits.
- Provide administrative support for work experience placements and progression activities where required.
- Receive and record payments (e.g. trips, meals) in line with procedures.

5. General Office Duties

- Maintain stationery stock and office supplies.
- Assist with archiving and records management in line with retention policies.
- Provide reception cover during staff absences or busy periods.
- Undertake other administrative duties as directed by the line manager.

Key Relationships (internal)

- Data Manager and Assistant Business Manager
- Operations & Attendance Officer
- Partnerships, Careers and Governance Officer

Safeguarding and Compliance

- Promote and safeguard the welfare of children at all times.
- Follow all school safeguarding and visitor procedures.
- Maintain confidentiality and comply with GDPR requirements.
- Adhere to all school policies including health & safety and equality.

Additional Information

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time. The role requires flexibility, professionalism, and a strong commitment to supporting the smooth operational running of the school.

Our school community is richly diverse; understanding, celebrating, and capitalising on that is essential to the success of our school. We encourage applications from all sections of the community and have made a public commitment to Equality and Diversity.

We take safeguarding children seriously

As part of the shortlisting process, we will carry out an online search (including social media) on all applicants. Employment is not confirmed until a reference from your current/most recent Headteacher and enhanced clearance from the Disclosure and Barring Scheme (DBS) are received.

SELECTION CRITERIA for the post (E-Essential, D-Desirable)		
1	GCSEs (or equivalent) including English and Maths	E
2	Experience working in an administrative or customer-facing role	E
3	Good communication and interpersonal skills	E
4	Strong organisational skills and attention to detail	E
5	Basic IT skills including Microsoft Office (Word, Excel, Outlook)	E
6	Ability to work both independently and as part of a team	E
7	Ability to maintain confidentiality	E
8	An understanding of, and enthusiastic commitment to: 1) The shared school vision, 2) Your personal contribution to moving us closer to that vision ,3) Working effectively with people from diverse backgrounds	E
9	Evidence of a strong commitment to safeguarding and supporting all children, regardless of their needs or background, through inclusive and efficient administrative practices. This includes contributing to a safe, supportive environment and ensuring processes and communication help promote both students' personal development and academic progress.	E
10	To actively support Equality and Diversity through inclusive administrative practices, ensuring fair access and support for all, and demonstrating how these approaches help reduce potential barriers to engagement and achievement.	E
11	Experience of attendance or student information systems	D
12	Knowledge of safeguarding procedures	D
13	Experience handling cash or processing payments	D
14	Experience in a school or education setting	D