



Farney Close School,

Bolney Court, Bolney, West Sussex, RH17 5RD

Job Description

Job Title: Admin Assistant (Archiving) and Friday Receptionist.

Reports to: Vice Principal

Main Purpose of the Job

To carry out a full review of the archived documentation relating to past pupils of the School in line with the school's data retention policy and procedures. Putting in place clear archiving processes and recording the data appropriately.

Covering Reception duties as and when required Monday to Thursday and covering all Reception all day on a Friday.

Key Responsibilities - Archiving

- With support from the Data Protection Officer, review the contents of the archived documentation held by the school on past pupils.
- Record and safely store documentation that is to be retained and arrange the disposal of documentation that is not to be kept.
- Put in place clear and concise processes on the storage and harvesting of future pupil documentation in line with GDPR and data retention best practice methods.

Key Responsibilities - Reception

- Greet and liaise with parents, carers and visitors promoting Farney Close School at all times,
- Notify members of staff when visitors arrive,
- Undertake Reception duties in line with the School's Safeguarding Policy including managing the visitor sign-in system,
- Ensure that key information is available at Reception including hard copies of regulatory policies, Risk Assessment and Safeguarding information,
- Issue all visitors with Visitors Safeguarding Booklet,
- Direct enquiries to relevant members of staff,
- Respond to telephone and email enquiries in a helpful, positive manner and with a constructive approach, and ensure that appropriate actions are taken in a timely way,

- Ensure that all telephone calls/messages are correctly routed / passed to their intended recipients or an appropriate member of staff, ensuring quick and effective communication,
- Respond to entry and exit of the school site as required,

Young people's Absence and Attendance - Fridays

- Provide and maintain daily absence reports on young people,
- Ascertain reasons for young peoples' absence and ensure this information is correctly recorded in iSAMS,
- Update attendance registers on the database using the agreed codes,
- Ensure young people are signed in and out of school on the school Signing-In App.

Administration

- Receive, sort and distribute all packages, deliveries and mail,
- Process all outgoing post using the franking machine,
- Undertake administration tasks as requested by your Line Manager.

Health and Safety

- In the event of a fire drill/fire alarm during Reception duties, be responsible for young people and staff attendance records at the Assembly Point/Place of Safety,

General Accountabilities

- Observe the letter and spirit of all the school policies, and be aware of and comply with policies and procedures relating to health and safety, confidentiality and General Data Protection regulation, reporting all concerns to the appropriate person,
- Maintain particular regard to the Child Protection and Safeguarding policy and report any concerns immediately. The Receptionist is required to demonstrate commitment to promoting and safeguarding the welfare of children and young people in the school,
- Adhere to the content of the policies in all aspects of day-to-day duties relating to staff, young people, members of the public and other agencies,
- Contribute to good staff relationships,
- Contribute to the overall ethos/work/aims of the school,
- Attend and participate in relevant meetings, as required,
- Work in conjunction with other members of the Administration Team and assisting, when required, with other aspects of the administrative support.

Continued Professional Development (CPD)

The employee will:

- take responsibility for their own professional development, keeping up to date with research and developments relating to school efficiency, which may lead to improvements in the day-to-day running of the school and the site.

Responsibility:

The employee will:

- ensure that health and safety and child protection regulations are always adhered to.
- maintain confidentiality and GDPR requirements at all times.
- manage workload effectively and complete tasks in a time efficient manner.
- adhere to the letter and spirit of all the school policies.

Child Protection and Safeguarding

As a member of staff at Farney Close all employees have a responsibility for Safeguarding and must ensure that they and members of their team maintain up to date knowledge and insight into all child protection policies, guidance and relevant government legislation. All staff must follow the school Child Protection and Safeguarding Policy at all times

Personal Responsibility

Due to the nature of their work, circumstances may arise which are unpredictable, and they may be required to carry out duties that are not outlined in this Job Description but are requested by the Principal. On such occasions we will strive to give them adequate notice and guidance of these duties.

REVIEW

This job description will be reviewed at least once per year in line with the employee's annual appraisal and may be subject to amendment or modification at any time after consultation with the post holder.

Confidentiality:

During the course of the employee's employment, they may have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

This post is subject to an Enhanced DBS (with Barred List) check.

Our school is committed to equality and promoting the welfare of children and all FCS employees and expects all staff to share this commitment.

Name:	
Signature:	
Date:	