

<b>Post Title</b>	Administrator/Receptionist	<b>Reports to</b>	Headteacher
<b>Hours per week</b>	Full Time	<b>Weeks per year</b>	Term time
<b>Contract type</b>	Permanent	<b>Salary</b>	£20,954 - £25,324

## Job Description

### School Overview

The Lion Works School is an Independent special school. We are part of an ethical and progressive organisation that believes it can achieve real change for children, young people and their families.

The Lion Works School is situated within the BCP local authority. We offer an academic and vocational specialist learning provision across KS3, KS4 and Post 16 aiming to reduce barriers to enable successful learning experiences and outcomes. There are a variety of routes a student can take, which include GCSEs, BTECs and other accredited qualifications whilst building confidence, improving wellbeing, enabling self-regulation and increasing attendance. Our school is full of life and has a wealth of resources to spark interest and ignite that passion to achieve, equipping our students for everyday life and the opportunities that await them.

### Purpose of the Role

This role is part of the school's development plan to continue to develop and grow the Senior Leadership Team's impact across the school. The successful candidate will be able to operate with a high degree of attention to detail. They will be proficient with ICT and will communicate effectively with high levels of written English. The role holder will be required to complete tasks in digital format as well as analogue and manual tasks. This role will work alongside the school's existing administration post to create seamless and collaborative processes to increase the impact of the work and increase the volume of administrative output.

### Key Accountabilities & Duties

#### As Receptionist/Administrator:

- To be the first point of contact for visitors to the school, extending a warm welcome to callers – including parents, visitors, contractors and delivery staff.
- To deal effectively with telephone calls, transferring callers to relevant staff and taking and passing on messages as required.
- To follow safeguarding procedures by issuing passes and lanyards to visitors, ensuring that visitors are signed into the school and checking DBS information for visitors.
- To be responsible for the ordering, organisation and distribution of hot lunches.
- Communicating with parents regarding all aspects of school life, receiving and passing on information between parents and teachers in a timely manner with minimum disruption to lessons.
- To ensure that the reception area remains tidy and that literature and forms are updated and replenished as necessary.
- To receive and sign for all packages and deliveries

- Collate registers and check absences.
- To provide the first day calling to parents of absent pupils
- Maintaining and updating school information, records and databases.
- Assist with the delivery of stationery, materials and resources to classes and ensure that stock levels are maintained.
- Assist with arrangements for visits by school nurse, photographer, etc.
- Receive and record money on behalf of the school (e.g. trips, voluntary contributions)
- Produce lists/information/data as required e.g. pupils' data.
- Undertake routine administrative procedures.
- Any other duties as required by the Head teacher or other member of the Senior Leadership

**Other duties:**

- Be aware of and comply with school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Carry out all duties about the school's policies and codes of conduct
- Participating in training and other learning activities as required and to participate in appraisal and professional development
- Set high expectations of conduct, whilst acting as a good role model for others

**The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.**

**Equal Opportunities**

The Lion Works School will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education.

It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background.

The school will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The school aims to provide an open welcoming and safe environment for all its students, employees, and visitors.

## Safeguarding

The Lion Works School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be conducted; references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If you are shortlisted, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Person Specification		
Criteria	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> <li>● Proven ability to manage your work time effectively and prioritise your workload</li> <li>● Work to tight deadlines whilst retaining a professional approach</li> <li>● Excellent attention to detail and understanding of the importance of accuracy and high standards in all areas of work</li> <li>● Ability to work as part of a team and to be flexible and adaptable to changing situations</li> <li>● Ability to work in new and challenging situations</li> </ul>	<ul style="list-style-type: none"> <li>● Understanding of relevant educational issues and developments</li> <li>● Knowledge of EHCP processes and annual review practices</li> <li>● Understanding of how to action inter-agency processes</li> </ul>
Experience	<ul style="list-style-type: none"> <li>● Carrying out administrative and secretarial tasks</li> <li>● Dealing with face to face and telephone interactions</li> <li>● Working with children and young people</li> <li>● ICT use for administrative purposes</li> <li>● Knowledge of a School Management Information System</li> </ul>	<ul style="list-style-type: none"> <li>● Experience in a specialist school setting</li> <li>● Experience in a school setting</li> <li>● Experience of dealing with both young people and adults</li> <li>● Experience of working with a school management information system</li> </ul>

Skills	<ul style="list-style-type: none"> <li>● Ability to use relevant office equipment effectively.</li> <li>● Ability to use IT packages including word processing, spreadsheets, and presentation software.</li> <li>● Ability to build effective working relationships with colleagues.</li> <li>● Excellent attention to detail</li> <li>● Ability to respond quickly and effectively to issues that arise.</li> <li>● Ability to plan, organise and prioritise to meet deadlines.</li> <li>● Ability to produce meeting minutes and documents to a high standard.</li> <li>● Ability to use own initiative and act accordingly.</li> <li>● Good telephone manner</li> </ul>	
Personal attributes	<ul style="list-style-type: none"> <li>● Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils.</li> <li>● Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assess, financial property and reputation of the school.</li> <li>● Commitment to team approach; exchanging ideas and providing support to colleagues where needed.</li> <li>● Ability to work under pressure and prioritise effectively.</li> <li>● Commitment to always maintaining confidentiality.</li> <li>● Commitment to safeguarding and equality.</li> <li>● Embraces change well.</li> <li>● Deal with demanding situations effectively.</li> <li>● Patient, flexible and adaptable, meticulous, and conscientious</li> </ul>	<ul style="list-style-type: none"> <li>● Good sense of humour and team spirit!</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>● GCSE or equivalent, including at least Grade 4 (Grade C) or above in English and Math's</li> </ul>	<ul style="list-style-type: none"> <li>● Evidence of continuing professional development</li> </ul>

		<ul style="list-style-type: none"> <li>• GCSE or equivalent in English and Math's</li> </ul>
Other requirements		<ul style="list-style-type: none"> <li>• Full driving license</li> </ul>

#### **Further Information**

This Job Description and Person Specification are current as May 2025. In consultation with you, it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult the Headteacher.