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## JOB DESCRIPTION

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*Job Title:* Receptionist and data administration

*Responsible to:* Office Manager

*Works for:* Principals Office

*Direct involvement with:* All pupils, parents, staff, Governors and all visitors

*Hours of work:* Full time -term time only for reception  
Working hours are from 8.00am until 5.00pm Monday to Friday  
Attendance is compulsory at some major School events, eg alternate Speech Days. These occur on a Saturday. May occasionally be required for other events, these will be advised in advance.

Please note that the post is term time only so no leave is to be taken during that time.

### *Main Duties*

1. Meet and greet visitors through the door
2. Ensure good customer service at all times
3. Ensure formal signing in and out of all visitors to the School
4. Checking contractors, visitors, volunteers against the approved people list
5. Act as the main switchboard operator receive all telephone enquiries to the School and redirect as required
6. Act as the information centre for any enquiries
7. Management of morning and afternoon registration and support of all school divisions in completion of registrations- Check after each term for missing data
8. Track the missing pupil emails and participate in the locating of any missing pupils
9. Management of Fire lists for staff and students
10. Management of the School Calendar-All divisions
11. Management of the School Room Booking System and room changes
12. Management of Upper 5 and Upper 6 study leave timetables
13. Update and maintain the telephone lists (3)
14. Preparation of lists for school trips
15. Liaise with the taxi company for bookings and cancellations for pupils and staff (any of Admin team)
16. Assist with all other duties that come under the School Office Administration
17. Cover Highfield Reception on a lunchtime

18. Maintain spreadsheet of early leavers and late returning pupils at the beginning and end of term liaising with Head of Boarding.
19. Prepare the monthly Birthday report- Chapel
20. Attending Estates meetings to ensure smooth running of events and 'troubleshooting at busy times, liaising with Facilities manager to manage any room clashes, set up times etc
21. Liaise with teaching staff, office and cover to ensure lessons are moved to facilitate any large events which require multiple rooms and room changes.
22. Produce absence reports for pupils on a daily basis
23. To adhere to all school policies including the Safeguarding Policy, and Health and Safety Policy procedures.
24. Commitment to keep up to date with best practice and relevant legislation. Knowledge and application of relevant Health & Safety legislation.
25. Participate in relevant meetings with colleagues and other parties.
26. Adhere to school confidentiality and safeguarding procedures at all times.
27. Carry out all other duties as may be reasonably requested from time to time.

#### All office staff

1. Upload sensitive records to pupil files
2. Maintain all contact information, additional contact details, check emails and mobile numbers to ensure SMS accurate and parental communications
3. Support in the sending of SMS and generating lists
4. Some results entry for reporting cycle if required
5. Assist when required with draft and reporting printing

#### Data Management

1. Maintain data for starters and leavers pupils
2. Maintain whole school pupil data for starters and leavers, eg current to former and applicants to current, record monitoring information eg ethnicity, nationality etc.
3. Year round to edit teaching groups to ensure match with reporting groups
4. As required complete any other tasks relating to the iSAMS data eg producing figures for Governors, Assessment and tracking Data
5. Create, maintain and update the teaching groups, forms, house and boarding house allocations for pupils, teaching staff and pastoral staff for the timetable - HoS and Deputy to provide
6. Produce pupil and staff timetables with amendments as required
7. To support the Network Manager, Senior Master and Deputy Head Academic, with transition from one academic year to the next (importing timetable)
8. Completing the academic & Administrative roll over of iSAMS
9. Do any additional creation, timetabling of new sets (Science, English Literature, EAL, Prep, Learning Support, Medics)
10. Meet with HOD for EAL and Learning Support to create timetable for these areas on iSAMS and Excel if iSAMS can not support
11. Set up teaching sets for daytime prep
12. Any staff changes in Preschool, Highfield and College in the year
13. Before the start of each term set up of registration module in iSAMS
14. Creates set lists and class lists for College & Highfield
15. Promote students into the new year structure incrementing their curriculum years
16. Editing teaching groups to ensure a match with reporting groups College & Highfield

Other administrative tasks

1. With the Head of Sixth Form logging and updating information on the Cambridge Assessment Website

*Person  
Specification*

**Professional Knowledge and Experience**

1. Experience of working in face to face in customer service
2. Able to interact with all people
3. Excellent communication skills verbal and written.
4. Excellent team working skills
5. Able and confident to work individually
6. Ability to multi task and work well under pressure
7. Familiar with databases
8. Skilled with Excel
9. Friendly, approachable and open manner
10. Commitment to the School's Aims and Values.

**Professional Skills**

11. Ability to stay calm and work effectively in an emergency situation
12. Good interpersonal skills and the ability to communicate effectively.
13. Flexible approach to working arrangements.

**Personal Attributes**

14. Ability to work as a member of team.
15. Reliable and trustworthy.
16. Ability to have a degree of personal drive and motivation.

***Harrogate Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. The School is an educational charity and equal opportunities employer.***