

JOB DESCRIPTION

Post Title	Educational Visits Officer (2 days) Receptionist (Friday)
GRADE	Grade 4 – Term Time plus one week Salary: £21,189 – £25,409 per annum pro rata)
HOURS	Part time, 22 hours per week 8:00 a.m. – 4:00 p.m. 2 days & 8:00am – 3:30 p.m. Friday (30-minute unpaid lunch break daily)

The Westwood Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment.

- **Job Purpose:** to provide day to day administrative support. The postholder will support the effective delivery of educational trip operations across the Academy.
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- To act as person responsible for all aspects of administration relating to educational Visits.
- To work as a school receptionist every Friday and as required during other times.

Description of main duties and responsibilities:

1. Using the school's computerised system, currently School's Information Management System (SIMS/ACCESS etc), Microsoft Word, Excel or manual systems as appropriate to assist with daily school financial procedures.
2. To undertake all administrative functions pertaining to educational visits, to include consent forms, ParentPay, costing of trips and visits, booking of coaches and venues etc. To liaise with the Educational visits Co-ordinator as required. To undertake training in the use and management of the EVOLVE Educational Visits application.
3. To advise staff on the planning of educational visits
4. To comply with Educational visits policy and guidelines – liaising with parents, external and third-party organisations as required
5. Issue, receive, monitor and maintain accurate records in respect of car mileage claims, ensuring that forms are completed promptly, that relevant guidelines are followed.
6. Provide cover for the reception and switchboard on a Friday and as required at other times, to ensure an efficient service is provided to school staff, students and visitors to the school. To answer reception office incoming telephone calls as a member of the reception team.
7. Assist with the distribution and collection of post.
8. As and when required - To undertake duties as a support staff invigilator during school examinations. To act as a reader / writer for SEN students during school examinations (training will be provided)

General

9. Work in a professional manner and with integrity and maintain confidentiality of records and information.
10. Be aware of and comply with all KMAT policies including in particular Health and Safety and Safeguarding.
11. Participate in KMAT Appraisal process and undertake professional development as required.
12. Adhere to all internal and external deadlines.
13. Contribute to the overall aims and ethos of the Kenilworth Multi Academy Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role
14. Provide supervisory support cover in the school dining hall as and when required at break time, and to operate a cashless till daily during lunchtime (as and when required).

AND other such duties which are within the scope and spirit of the job purpose, title of the post, and its grading as directed.

PERSON SPECIFICATION

ATTRIBUTES	JOB REQUIREMENTS	For recruitment use only
KNOWLEDGE	<ul style="list-style-type: none"> ▪ Administration of computer systems ▪ Of office procedures and practices, including use of office equipment, such as telephone, photocopiers and computers ▪ Of different ICT systems/packages, including Excel ▪ Of reasons for Disclosure and Barring Services checks for supply staff 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> ▪ Ability to prioritise own workload with minimal supervision & be self-motivating. ▪ Ability to liaise with colleagues, suppliers and visitors to the school effectively with a high level of interpersonal skills ▪ To be ICT literate, preferably in SIM's. ▪ To learn new working practices as required for this post ▪ To form effective working relationships with staff at all levels ▪ Handle several different tasks at one time, to cope with interruptions and still remain calm under pressure. ▪ Ability to work to defined guideline and procedures. ▪ To maintain accurate records ▪ To review procedures and introduce new ways of working ▪ In cash handling ▪ To liaise with external agencies and organisations in a professional manner to obtain best supplies of good and services ▪ To work as part of a team and to cover for colleagues as required ▪ To undertake future training and professional development ▪ To communicate effectively with students and parents ▪ To prepare and type correspondence, reports and spreadsheets. 	
EXPERIENCE	<ul style="list-style-type: none"> ▪ Of office administration ▪ SIMS computer systems (desirable but not essential) ▪ Microsoft packages especially excel ▪ Ordering goods and supplies ▪ Working to timescales & deadlines 	

