



Job Description

Receptionist /Exams and Data Administrator

Responsible to: Exams and Data Manager

Grade/pay range: Scale 4

Hours: 36 hours per week, 47.6 weeks per year

Job Purpose

Under the instruction/guidance of senior staff: provide general administrative support to the school including reception duties.

All job descriptions define the responsibilities of the postholder being:

- Under the reasonable direction of the Headteacher
- To comply with Health and Safety at Work legislation

Job Role

Responsible for: the operation of the security gates and main building entrance to the school Annexe, ensuring all visitors sign into the premises under agreed protocols and that students are let in and out for lessons/other activities and providing first-line telephone customer service

Providing administrative support for the Examinations Officer / Data Manager, assisting with internal & external exams and the production of termly reports to parents and analyses of data for teaching staff

Supporting student to access medical attention at main school site

Any other tasks assigned by the Exams Manager

Key Tasks and Activities:

- Operating the school Annexe security gates and entrance doors in the reception area
- Responsible for the fire evacuation process for the Annex (ground floor only)
- Answering the school Annexe telephone, redirecting calls, taking messages and helping to ensure lone students transfer between the school sites safely
- Receiving all deliveries including public examinations and safe storage in the examinations secure room
- Preparing parcels of completed examination scripts for collection
- Assisting with the preparation of:
 - examination seating plans
 - examination desk cards
 - examination timetables
 - data analysis documents / analyses of public examination results data for subject staff
 - distribution of public examination results and certificates.
 - Downloading & distributing public examination reports to key teaching staff
 - Coordinating the timely layout of the Gym for December and May/June exams
 - Processing certificates
- Assisting with
 - the annual preparation of subject marksheets
 - checking required data entry is completed by staff by published deadlines
 - the production of termly data analyses to be shared with staff
 - determining and assigning minimum expected grades (MEGs) by using FFT estimates
 - the production and distribution of termly student reports
 - with Arbor-related tasks

C. SAFEGUARDING CHILDREN AND YOUNG PEOPLE AND GENERAL

- Enhanced DBS check.
- The post holder must at all times carry out his/her responsibilities with due regard to Connaught's policies, organisation and arrangements for Health and Safety at Work. ● It is your responsibility to carry out your duties in line with Connaught's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people you are responsible for or come into contact with.
- Strong commitment to furthering equalities in both service delivery and employment practice
- To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and students in doing the same
- To actively support the school's school improvement priorities
- To adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate

- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
 - Checking emails on a daily basis to keep up to date with issues communicated within the school.
 - To participate in appraisal reviews, in line with school policy.
 - To manage both internal and external relationships, striving for excellence
 - To work effectively and successfully in your team within school. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil role effectively.
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- A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.
 - To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies procedures and practice.
 - To adhere to the Whistleblowing Policy

Connaught School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.