

Job Title: Receptionist, Welfare and Attendance Officer
Grade: Scale 5 £28,987 p/a (pro-rata amount) based on £32,070 (FTE)
Reporting to: School Business Manager (SBM) / Headteacher

	Essential	Desirable
Qualifications and Experience		
GCSEs – English & Maths Grade C/Grade 4 or above (or equivalent)	✓	
Experience in an administrative role, ideally within a school setting	✓	
First Aid Qualification	✓	
Experience of attendance monitoring in a school setting		✓
Knowledge of school admissions processes		✓
Experience working with external agencies		✓
Safeguarding, Welfare & Administrative Skills		
Understanding of safeguarding responsibilities	✓	
Ability to administer medicines in line with training and policy (or willingness to be trained)	✓	
Excellent Microsoft Office Skills – including Word, Excel, Outlook	✓	
Strong organisational skills and attention to detail	✓	
Good knowledge of management information systems / databases (e.g. SIMS / Arbor)	✓	
Communication & Interpersonal Skills		
Strong communication skills both written and verbal	✓	
Excellent interpersonal skills and the ability to develop positive relationships with staff and parents	✓	
Ability to prioritise and manage own workload effectively	✓	
Personal Qualities		
A flexible approach to work and the ability to work effectively as part of a team	✓	
Ability to manage sensitive information with confidentiality and professionalism	✓	