Reference	LATADREC2627
Location	The Damara School, The Maltings, Raymond Street, Thetford, IP24 2EA
Salary	LATS1 £23,660.00 (FTE if worked 35 hours; 52 weeks per year) pro rata
Working hours per week	Part-time = 15 hours per week (pattern to be negotiated between core school hours of 8.10 - 15.50)
Working weeks per year	Part time = term time + 1 (5 days CPD)
Contract type	Part time, permanent
Start date	ASAP
The employer	The Lotus Academy Trust
The school	The Damara School
Contact	office@lotustrust.org.uk / 01842 773673 (for an application pack, informal chat, to book a visit)

Administrator with Receptionist Duties

Main Purpose of the Role

The Administrator with Receptionist Duties will provide a professional and welcoming reception service whilst delivering high-quality administrative support to the school. The post holder will play a key role in maintaining accurate pupil records, managing data systems, and ensuring parental consent information is up to date and compliant with safeguarding and data protection requirements.

This role is ideal for a candidate seeking flexible working arrangements. Working patterns, days and hours can be agreed with the successful candidate. Applications from individuals wishing to work as part of a job-share arrangement are welcomed.

Hours of Work

- 15 hours per week
- Term-time plus 1 week
- Flexible days and working pattern to be agreed
- Job-share applications welcome

Key Responsibilities

Reception and Visitor Management

- Provide a professional, friendly and efficient reception service.
- Welcome visitors and ensure safeguarding and visitor-signing procedures are followed.

- Manage incoming telephone calls, emails and enquiries.
- Maintain an orderly and welcoming reception environment.
- Process incoming and outgoing post and deliveries.

Pupil Data Administration

- Maintain accurate pupil records on the school's management information system.
- Ensure all pupil information is up to date and compliant with GDPR requirements.
- Support admissions, enrolment and leaver administration.
- Produce routine reports and data summaries as requested.
- Assist with census returns and statutory data submissions.

Parental Consents and Communication

- Maintain records of parental permissions and consents including:
  - Educational visits and activities
  - Photography and media consent
  - Internet and technology usage agreements
  - Medical information and emergency contacts
- Monitor consent expiry dates and obtain updated permissions where required.
- Liaise with families to ensure records remain accurate and complete.

Attendance and Record Keeping

- Support attendance administration and reporting processes.
- Maintain confidential pupil files and documentation.

Administrative Support

- Provide clerical and administrative support to the leadership team as required.
- Assist with meetings, correspondence, filing and document preparation as required.
- Support ordering and stock administration as required.
- Undertake general administrative duties appropriate to the role.

Person Specification

Essential Qualifications

- GCSE English and Mathematics (Grade C/4 or above or equivalent).

Essential Experience

- Previous experience in an administrative or customer-facing role.
- Experience handling confidential information.
- Experience using IT systems including Microsoft Office.

Essential Knowledge and Skills

- Excellent interpersonal and communication skills.
- Strong organisational skills and attention to detail.
- Ability to maintain accurate records.
- Understanding of confidentiality and data protection requirements.
- Ability to work independently and prioritise workload effectively.

Desirable

- Previous experience working within a school environment.
- Experience of school management information systems.
- Knowledge of pupil data and educational administration.

Safeguarding

The Lotus Academy Trust is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake all appropriate safeguarding checks, including an enhanced DBS check and satisfactory references.

The job description may be amended to reflect the evolving needs of the school and the strengths of the successful candidate.