



JOB DESCRIPTION

School Administrative Assistant & Receptionist

Grade: SC3 or 4 depending on experience

Hours: 35 hours per week TTO 8-4

Responsible to School Business Manager

Main Purpose of the job:

The post holder will be the first point of contact for all visitors and callers, implementing signing in and security procedures and welcoming visitors.

To provide reception, clerical and administrative support in the School Office,

Contribute to the overall ethos/work/aims of the school and meeting the needs of the children

Duties and responsibilities will include, but are not limited to, the following and may be altered at the request of the Business Manager or Head Teacher.

Main Areas of Responsibility

Perform Receptionist duties throughout the school day: acting as first point of reference for children, parents, visitors and telephone enquiries. Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, referring more serious matters to appropriate member of staff.

Contribute to safeguarding the welfare of children in the school by maintaining the visitors system and ensuring all visitors and contractors are checked as per procedures and can be identified by wearing clearly visible badges.

Keep office organised, tidy and clear of paperwork with data and confidential information filed appropriately.

Adhere to school procedures and ensure that staff receive messages (telephone, email, face-to-face) promptly and accurately. As requested update notice boards, parent calendar, term dates sort, distribute and post mail, returning unwanted items as required.

Assist with both paper & paperless methods of communication by sending out letters, emails and texts. File paper copies as required.

Compile and distribute marketing documents and leaflets (including the school newsletter) using publisher and maintain the website including updates on all sections.

Provide general admin support to the school office and Senior Leadership Team, following up all actions with a progress update verbally or by email.

Maintain general and confidential pupil filing systems, paper files, SIMs database and other systems such as Raise Online. Amend/update records on the system as required, including in year changes, leavers and new starters. Extract information and reports as instructed, which may require some manipulation.

Enter daily attendance on the SIMS database and maintain to ensure accurate recording of codes. Call families where children are absent and send absence/lateness letters to parents with support from the school SAO as appropriate.

Raise purchase orders where required ensuring that they are input on to the school's financial system FSM and other such financial requests made by the Senior Leadership Team.

Personal responsibilities

To adhere to all school policies including safeguarding, health & safety including risk assessments and safety systems and to assist with student first aid and welfare which includes liaising with families and staff.

To attend and participate in meetings, training, Performance Management processes and Continuing Professional Development as required.

To monitor and manage your own workload and keep records in an agreed format and achieve agreed targets and personal appraisal targets as agreed by the line manager

Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

Confidentiality

The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential

Performance Standards

To ensure that the school' customer care standards are met and adhered to.

To ensure that all duties are performed in accordance with the Council's financial regulations

At all times to carry out the responsibilities of the post with due regard to the Equalities Act.

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures which schools face. This job description is a guide to the level and range of responsibilities, which the postholder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, so as to meet the changing circumstances and demands. It will not form part of the post-holder's contract of employment.