

Job description

Job title	Admin Assistant-Reception
School	Newbury Park Primary School
Reports to	School Business Manager
Salary	LBR 3
Hours	<ul style="list-style-type: none"> ● 36 Hours ● 39 Working Weeks per year
Responsible for	NA
Purpose of job	
To provide a professional, efficient and welcoming front-of-house and administrative service, ensuring effective communication with pupils, parents, staff and visitors, while upholding the highest standards of safeguarding and organisation.	
Main duties and responsibilities	
<p>Key Responsibilities</p> <ul style="list-style-type: none"> ● Front of House and Communication ● Welcome and receive all pupils, parents, staff, governors, visitors and external stakeholders in line with the school's Visitors Policy and safeguarding procedures. ● Manage the school's electronic entry and signing-in system, ensuring all safeguarding checks and protocols are followed. ● Operate the main switchboard, responding to calls promptly and professionally, taking accurate messages and redirecting enquiries appropriately. ● Ensure Reception is staffed at all times during the school day, with flexibility to support school events, meetings and occasional extended hours. ● Systems and Administration ● Manage the school enquiries inbox using Google Workspace, ensuring timely responses, forwarding and follow-up of communications. ● Maintain accurate pupil and staff data using Arbor, including producing reports where required. ● Support school communications, including sending messages to parents and staff and maintaining distribution lists. ● Assist with updating and maintaining the school website, ensuring content is current and compliant. ● Office and Clerical Support ● Receive, sort and distribute incoming post and prepare outgoing mail. ● Undertake general administrative duties including photocopying, printing, laminating and reprographics. ● Produce letters, labels and other documents as directed. ● Support the organisation of meetings, including preparing documentation and taking minutes where required. 	

- Maintain effective filing and archiving systems in line with data protection requirements.
- Operational Support
- Monitor and maintain office and school stock levels, placing orders as required.
- Support the administration of Free School Meals and related processes.
- Assist the Office Team Lead with statutory and non-statutory returns, ensuring deadlines are met.
- Ensure Reception and front office areas are well presented, including maintaining up-to-date displays and information.
- Provide refreshments for visitors where appropriate.
- Pupil and Welfare Support
- Support the coordination of pupil ambassadors.
- Be first aid trained and support the day-to-day running of the medical room.
- Respond to general queries, concerns and suggestions from pupils, parents and visitors in a professional and timely manner.

General Responsibilities

Attend and participate in relevant meetings, training and professional development activities.

Comply with all school policies and procedures, particularly those relating to safeguarding, health and safety, confidentiality and data protection.

Promote equality, inclusion and high standards of customer care in all interactions.

Take responsibility for personal health and safety and that of others within the school community.

Flexibility Clause

The duties outlined above are not exhaustive. The post holder may be required to undertake any other reasonable duties, commensurate with the grade and responsibilities of the role, as directed by the Headteacher, School Business Manager or Office Team Lead, in response to the evolving needs of the school.

Safeguarding Statement

Newbury Park Primary School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and adhere to safeguarding policies and procedures at all times.

Person specification

Job Title	Admin Assistant-Reception	Grade	LBR 3
School	Newbury Park Primary School		
Experience, Knowledge and Skills			
Essential			
<ul style="list-style-type: none"> ● Working knowledge of basic first aid procedures (or willingness to be trained) ● Confident and effective use of ICT, including email, databases and office software (e.g. Google Workspace) ● Good keyboard and administrative skills ● Knowledge of, or ability to quickly understand, key school policies and procedures including safeguarding, health and safety, confidentiality and data protection ● Strong interpersonal and communication skills, with the ability to build positive relationships with pupils, staff, parents and visitors ● Ability to work effectively as part of a team, with a clear understanding of roles and responsibilities within a school environment ● Excellent organisational and administrative skills, with the ability to prioritise tasks, meet deadlines and maintain accuracy under pressure ● Ability to use initiative appropriately and take a proactive approach to managing workload ● High level of professionalism, discretion and confidentiality 			
Desirable			
<ul style="list-style-type: none"> ● Previous experience working in a school or similar environment ● Experience of using a Management Information System such as Arbor ● Awareness of relevant education legislation and guidance 			
Personal Attributes			
Essential			
<ul style="list-style-type: none"> ● Friendly, approachable and professional manner ● Calm and resilient, particularly in a busy front office environment ● Flexible and adaptable, with a willingness to support the wider life of the school, including events and activities ● Commitment to ongoing professional development and training ● Commitment to equality, inclusion and high standards of customer care 			
Other Requirements			
<ul style="list-style-type: none"> ● Enhanced DBS clearance ● Willingness to undertake relevant training, including First Aid and safeguarding ● Flexible approach to working hours in line with school needs 			

