

## Job Description: School Receptionist



Date	May 2024	Salary Grade: A23-A30	£26,955.03 - £33,780.74
Accountable to	Principal	Hrs per week/Weeks per year	All year round (52 weeks), 37.5 hours per week
In liaison with	Senior Leadership Team		

### Provide support to the Leadership Team

- Prepare and send attendance letters in liaison with the Senior Leadership Team.

### Reception duties

- Run the front desk and administration for school campus.
- Welcome visitors to the school ensuring all guests are signed in correctly.
- Provide correct lanyard and safeguarding leaflets are given.
- Support the Principal in hospitality.
- Respond to incoming phone calls and e-mails in a timely manner.
- Log out any children, staff or guests that leave the building throughout the day.
- Keep reception, front desk area and office tidy.
- Send messages to parents of pupils via SchoolComms– ensuring spelling and grammar check happens every time.
- Be smart in appearance.
- Ensure office remains locked when unsupervised.

### School Calendar

- Update the school calendar as directed by the Senior Leadership Team.

### Newsletter /Social Media

- Prepare the weekly newsletter in liaison with school staff.
- Keep dates section on newsletter up to date.
- Print and upload newsletter to website every Friday and send to parents via SchoolComms.
- Send newsletter to all staff every Friday and print copy for staff room.
- Update selection of images on website each term.
- Provide items for Social Media.

### Trips and Outings

- Co-ordinate administration of pupil outings – liaise with venues, coach companies, teachers, facilities manager, catering company as necessary.
- Complete all relevant trips forms.

### Attendance Administration

- Maintain the school register (SIMS) daily, following up absences in line with Attendance Policy.
- Follow the First Day Calling procedure every morning.
- Provide attendance reports for every half term, or as requested.
- Register late children, adding data to SIMS (minutes late and reason).
- Use absence data to correctly code absent children on SIMS.

### Pupil Data

- Coordinate sending the end of term reports with the Senior Leadership Team.
- Maintain the schools Management Information System (SIMS) and keep the personal data records of all the children in order and up to date.
- Run the School Census in liaison with the Senior Leadership Team.

## **School Events**

- Organise meetings and prepare associated paper work such as:
  - the annual new parent/student welcome meetings
  - Parents 'Evenings
  - Presentations
- Co-ordinate the end of year speech day prizes with the Leadership Team
- Co-ordinate the school gifts to pupils (including certificates) for Prize Giving.
- Assist with the administration of school photographs liaising with the Senior Leadership Team.
- Organise booking system for Parents Evenings.
- Organise the end of term staff event alongside the Senior Leadership Team.

## **Admissions**

- Coordinate all leavers and New Starters.
- Complete new starter checklist when new student arrives at CWC.
- Complete leaver spreadsheets when student leaves CWC.
- Inform Leadership of any medical data on new children.
- Handle Admissions of prospective pupils in liaison with the Senior Leadership Team.

## **Organisation**

- Follow the weekly/termly/annual tasks lists.
- Support the Data & Exams Officer wherever needed.
- Be willing to further professional development by attending appropriate training courses
- Be happy to interact with all the children/students in the school.
- Liaise with teaching staff on administrative matters where appropriate.
- Assist with day-to-day parental requests and arrange appointments for parents.
- Organise booking systems where necessary.

- Open all post and inform staff members when items arrive by email.
- Be prepared to help take any minutes where necessary.
- Attend and minute the Local College Council which is once a term outside normal working hours.
- Stock take the paper and any other stationery supplies and order using PS Financials when necessary.
- Take responsibility for the school notice boards/displays in public areas.
- Be supremely aware at all times of the confidential nature of much of the information handled in this important role.
- Undertake any task to support the safe daily functioning of the Trust to support the academy as requested by the Principal/CEO.

Signed \_\_\_\_\_

Date \_\_\_\_\_