



St. John Fisher Catholic Primary School



Blessed Holy Family
Catholic Academy Trust

Growing and Learning Together with Christ

JOB DESCRIPTION RECEPTIONIST / ADMIN ASSISTANT

Contract:	Part time, Wednesday - Friday. Term time only
Hours:	8.30am - 4.30pm (22.50 hours)
Salary:	G4.13: £13,414 (actual) - G4.16 £14,084 (actual), depending on experience
Responsible to:	Office Manager / Senior Leadership Team

1. CORE PURPOSE

Under the direction of the Office Manager, support the smooth running of the school office through the provision of efficient reception, administrative and clerical systems and procedures. To provide a service that supports the activities of the school.

2. MAIN DUTIES AND RESPONSIBILITIES

Reception/Mail/Telephone:

- To provide a warm welcome and present a positive image of the school to all staff, parents and visitors.
- To use own initiative to deal with all enquiries received through a variety of media including face-to-face, email and telephone.
- To ensure the school's safeguarding and security procedures are adhered to and that all visitors are signed in and out.
- To maintain and manage the signing-in system.
- To handle complaints initially, ensuring that they are dealt with tactfully, attempting to resolve minor matters and ensuring more serious matters are referred to the appropriate member of staff in a timely manner.
- To take and relay messages relating to pupils and other school business.
- To keep the reception area tidy and well organised.
- To contact parents and relevant authorities in emergencies.

Administrative and Clerical:

- To keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- To operate and maintain the SIMS.net Pupil Information System and SIMS Attendance module to operator level.
- To produce reports from SIMS.net.
- To produce the daily absence register and assist with fire safety routines.
- To help prepare and collate information packs and brochures for new and prospective parents.
- To help prepare leaver's files for transfer to High Schools.

- To type or otherwise prepare, print, duplicate and distribute letters and documents on behalf of other staff.
- To operate and maintain the parent communications system to communicate with parents via email, text and website.
- To deal with post and the 'office@' email account, forwarding communications as appropriate.
- To maintain and update pupil files as required.

General

- To carry out all duties with due regard to the rights respecting values and Catholic ethos of the school.
- To be aware of, read, understand and comply with policies and procedures, especially those relating to child protection, health & Safety and data protection, reporting all concerns to an appropriate person.
- To ensure compliance in safeguarding and promoting the welfare of children.
- To ensure compliance with all responsibilities as laid out in the Equality of Opportunity Policy and take an active role in promoting equality and diversity.
- To cover for and support existing administration staff in order to manage the varying demands and deadlines within the school office.
- To undertake regular training and professional development relevant to the duties and responsibilities outlined in this job description.
- To carry out any other duties as reasonable requested by the Headteacher to support the functions of the school.