

# Job Description: Receptionist/School Administrator

2017-18

<b>Job title:</b>	Receptionist/School Administrator
<b>To whom responsible to:</b>	Principal, with responsibility for day to day management delegated to the PA to the Principal
<b>Hours:</b>	07.45 – 16.15

## Summary

Provide a first class Reception service under the instruction of the Principal and PA to the Principal, delivering administrative support as noted in the Key Responsibilities and Person Specification – see below.

## Key Responsibilities

### Reception

- Provision of a first-class welcoming reception service including the efficient and courteous management of incoming telephone calls, parents and visitors
- Control access to the school site, maintaining sign-in procedure for staff, parents and visitors
- Briefing supply staff on school procedures and key responsibilities
- Monitor the school general email account and assist with communications to/from parents
- Responsibility for ensuring the main reception areas are clean and tidy and information relevant for parents is displayed
- Provision of Reception cover during evening/weekend events as required
- Management of internal and external post

### Administration

- Maintain and ensure the smooth running of the student door-to-door bus service
- Oversee ordering, payment and tracking of deliveries
- Oversee the organization of student lunches, liaising regularly with Finance, catering providers and the PTA as required
- Assist with the inputting and updating of student records on MIS
- Provide support in the administration of Extra Curricular Activities
- Assist in the production and administration of the annual parent mailing
- Share the minute taking of admin meetings
- Maintain and updates the staff biography files
- Co-ordinate welcome packs for new staff and students, welcoming new families
- Maintain hard copies of school policies and procedures



# Job Description: Receptionist & School Administrator

## Health and Safety/First Aid

- Act as one of the Principal first aiders, ensuring sick and injured pupils receive the appropriate treatment and parents/staff are informed
- Logging medical and first aid incidents and maintaining records
- Maintain all first aid supplies and prepare first aid packs for all school trips and visits
- Maintain student health records, liaise with parents regarding emergency medication and display relevant health information
- Support emergency exit procedures in the event of an emergency
- Ensure compliance with school policies, Ofsted and Government regulations

## Professional Development

- Participate in training opportunities and professional development as required or necessary for the position
- Collaborate effectively with colleagues to develop professionally

## Other

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Attends school meetings as required
- To contribute to the overall ethos and aims of the school
- To appreciate and support the roles of other professionals

*This job description is not exhaustive, does not form part of the contract of employment and may change in accordance with the demands of the appointment.*

*The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If in the course of carrying out the duties of the role, the job holder identifies that a child is suffering, or likely to suffer, significant harm either at school or at home, s/he must report any concerns to the school's Safeguarding Lead or the Executive Principal or indeed to the Regional CEO so that a referral can be made accordingly to the appropriate person in the Children's Social Care (MASH) or the Designated Officer*



## Person Specification: Receptionist & School Administrator

Criteria	Essential	Desirable
Demonstrable track record of working successfully as part of a team	Δ	
Skilled in using IT for administration and adaptable to new systems	Δ	
Professional, friendly and polite manner	Δ	
Able to prioritise effectively and calmly	Δ	
Be able to use initiative and have a flexible approach to tasks	Δ	
Experience of working in front-of house and/or customer facing environment	Δ	
Self-motivated and efficient at time management	Δ	
Able to independently manage workload	Δ	
Excellent communication skills	Δ	
First Aid training and experience of administering		Δ
Experience of working within a school or with young people		Δ
Experience of working in a fast paced environment		Δ