



Cathedral Primary School

Administrator and Receptionist (Maternity Cover)

Responsible to:	Head Teacher
------------------------	---------------------

Core Purpose:

- As a Team member to provide efficient and timely administrative, clerical and first aid support for CPS, its staff, parents, pupils
- Ensure that internal and external communication is of the highest standard
- To be organised and methodical in your work.

Main Responsibilities & Duties:

Communication:

- As the 'outward face' of CPS provide a welcome to all external visitors, pupils, staff and parents.
- to ensure prompt internal and external communication of information including the receiver of the emails
- Answering of telephone and directing of calls and information promptly and in a welcoming manner
- Contacting pupils and parents as appropriate
- Fire Alarm – contact point for registers, updating fire procedures and preparation of clip boards
- Provide first aid for pupils
- Provide lunchtime supervision
- Work closely with the CPS Office Manager
- Manage the sign in and sign out of staff and visitors, including the collection arrangements for children
- Manage the booking system for breakfast club and ordering lunches
- Liaise with PTA
- Manage booking system for parents evening
- Booking supply for cover teaching and staff courses

CPS Trip Administration:

- Manage bookings of trips
- Liaise with teachers to complete risk assessments and organise volunteers
- Book coaches and minibuses

- Oversee monetary contributions

Lost Property:

- Administer the Lost property system
- Reunite items asap and record items reported lost

Finance Support:

- Collection of cash/cheques
- Monitoring monetary contributions through Wisepay
- Approval of invoices through liaising with head teacher
- Liaise with BCCS finance systems

Attendance Support:

- Maintain pupil lates / absences and update SIMS as necessary
- Telephone/text parents/carers about any unexplained absences and update on SIMS as necessary
- Notify Head teacher / class teacher of any issues/problems

Admissions Support:

- Have an understanding of the CPS Admissions Process
- Provide prospective parents with relevant information
- Attend CPS open events
- Organise Induction days / visits
- Organise parent tours

General / Other

Assist in general school administration as directed by your line manager.

To be part of a team and to support where necessary the other aspects of the School work.

Comply with all aspects of the Data Protection and Freedom of Information Act and maintain strict confidentiality.

Establish and maintain effective relationships and communication with staff, parents & pupils

Uphold the high standards of CPS in all communications

Play a full part in the life of the CPS community, supporting its mission & ethos

Adhere to the CPS policies

To engage actively in the staff review and development process

To undertake professional development

Other such duties as shall be required by the Head Teacher in accordance with responsibility

Problem solving & creativity:

The post holder would be the first point of contact for all visitors. Pro-active solution to any problems or queries generated. Frequent interruptions.

Decision making:

The post holder will be expected to prioritise his or her own workload without daily supervision. Working closely as a team with the line manager, and all staff. The post holder will take day-to-day decisions within agreed parameters.

Working Environment:

Office working with frequent use of IT using familiar and some specialised software packages – training will be provided in their use, as needed.

Contacts & Relationships:

The post holder will have frequent contact with staff at all levels within the School. There will also be contact with Heads & teaching staff of other schools, parents, students and visitors.

Other Factors:

Confidentiality and security of information are vitally important aspects of the work.

Notes:

The duties outlined in this job description may be modified by The Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

This document does not form part of your contract of employment with the school.