

## **St George's Catholic Voluntary Academy**

### **Job Description: Receptionist/Administrative Assistant**

#### **Prime function of the role:**

#### **To support the Headteacher in the administration of the school**

- To provide routine general, administrative, welfare and financial support to the school.
- To promote the ethos of the school in communicating with children, staff, parents, governors and visitors.
- To provide a positive image of the school in accordance with the mission statement.
- To provide an excellent reception service for the school including operating the telephone system, welcoming and directing visitors and acting as a central information point.

#### **Organisation**

- Undertake all reception duties, answering routine telephone and face to face enquiries and signing visitors in and out.
- Assist with pupil first aid/welfare duties, liaise with parents, staff etc.
- To process ordering and receiving of resources for the school.
- To assist with booking and arranging educational visits and trips.

#### **Administration**

- Provide routine clerical support e.g. photocopying, filing, scanning, emails and completion of routine paperwork.
- Maintain manual and computerised pupil records e.g. ParentMail, Integris
- Undertake routine administration e.g. registers, school meals.
- Support the needs of the teaching staff as and when required under the direction of the Headteacher.
- Assist the Office Manager with the administration and distribution of reports to parents.
- Distribute letters/notes/flyers/newsletters/texts to parents.
- Ensure that parents and carers are aware of procedures for claiming free school/paid meals, ensure safe collection, correct handling and recording of dinner monies.
- Be accountable for the accurate completion of parent contact details.
- Assist with home time arrangements and dismissal of children who are not collected.
- Undertake administrative procedures relating to the school roll, admissions and withdrawals.

#### **Resources**

- Distribution and storage of supplies
- Collect and record dinner/trip money

#### **Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality, data protection reporting all concerns to the appropriate person.
- Be aware of and support the equal opportunities policy.
- Contribute to the overall ethos of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development.