

# **SACRED HEART PRIMARY SCHOOL**

## **JOB DESCRIPTION**

**Job Title:** Receptionist/Administration Assistant

**Salary:** 32.5 hours per week, term time only

**Hours:** 8.30 a.m. – 3.30 p.m.

**Reports:** Business Manager

### **Relationships:**

- To provide high-quality customer service to parents, pupils and other stakeholders.
- To work as part of the school office/administration team, supporting the senior leadership team with administrative tasks.
- To work effectively with other staff across the school.

### **Key Tasks:**

- To receive any visitors to the school including parents, LEA officers, outside agencies etc. and ensure that all visitors follow the policy for signing in.
- Organise refreshments for visitors and meetings held at the school.
- Co-ordinate open mornings for prospective parents and take them on tours of the school.
- To receive and record deliveries and deliver items to classrooms as required.
- To answer the phone and deal with enquiries and messages in an appropriate manner for parents, outside agencies and the public. Making calls as necessary.
- Monitor the schools email account ensuring emails are sent to the correct contacts in a timely manner and replying where appropriate.
- Provide administrative support for the safeguarding of children at the end of the school day and keep staff updated of any changes,
- Manage and maintain the single central register and administer all DBS checks for staff, volunteers, Governors, extended school providers and any other body deemed necessary.
- To carry out a variety of office duties such as creating the school newsletter, filing, photocopying, collecting and collating data, as directed by the Business Manager.
- Administer school trips ensuring payment and consent received for children.
- Maintain the electronic school diaries keeping them up to date.
- Provide administrative support to the Inclusion Manager, corresponding with parents and other agencies in writing and by telephone.

- Manage the parents evening booking system enabling parents to make their own appointments with teachers for consultations.
- Administer Free School Meal applications on behalf of parents, ensuring when new applications are made the relevant personnel are notified.
- To order stationary and restock as required for the administration department.
- To open and distribute post to relevant personnel.
- Co-ordinate volunteers to the school ensuring placements in relevant areas throughout the school.
- To act as a first aider when required, across the school
- To develop positive relationships with staff and children.
- To undertake any other tasks deemed commensurate with this role.

Signed \_\_\_\_\_

Date: \_\_\_\_\_

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Educational achievements, Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Grade C GCSE English and Maths or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Certificate</li> </ul>
<b>Job related knowledge, aptitude</b>	<ul style="list-style-type: none"> <li>• Able to plan and organise workload effectively</li> <li>• Sound knowledge and ability to use: Microsoft Word, Excel and Outlook</li> <li>• Previous experience of working in an administrative role</li> <li>• Good understanding of Data Protection laws and confidentiality</li> <li>• Knowledge of best practice and procedures for safeguarding children</li> </ul>	<ul style="list-style-type: none"> <li>• Previous School Office Experience</li> <li>• Understanding of SIMs data management system</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• An understanding of the Equality Act 2010 and ability to support a positive, non-discriminatory atmosphere in the workplace</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Initiative and the ability to work without supervision.</li> <li>• Can work under pressure, meeting tight deadlines</li> <li>• Work effectively as part of a team</li> <li>• Demonstrate adaptability</li> <li>• Well-developed communication skills to communicate sensitively and all levels.</li> <li>• A 'can do' attitude.</li> </ul>	
<b>Physical</b>	<ul style="list-style-type: none"> <li>• Must be able to meet the physical demands of the role.</li> </ul>	