

Job Description: Reception/Admin

Scale: LCC Grade 4 SCP 09-12

Hours: 35 hours per week with half an hour unpaid lunch break

39 weeks per year (term time plus 5 days)

**Hours of work:** Monday to Friday 8.30am to 4:00pm

Responsible to: Office Manager/Headteacher

## Purpose of the role:

To support the school by providing and assisting in an effective administrative service within the establishment, focussing on supporting the Office Manager to provide a welcoming reception facility, high quality customer service and efficient assistance to all visitors and callers.

## Main Duties and Responsibilities:

* Ensure the effective operation of the reception area for all visitors, giving information and directions to assist them adequately in the purpose of their visit and to record visitors onto and away from the site in line with safeguarding and security procedures.
* Operate the school’s telephone system effectively, transfer calls, take messages and identify and deal with queries raised by callers on the telephone by liaising with other staff as necessary.
* Assist with the collection and checking of attendance, inputting data as required.
* Receive monies paid to the school including logging payments received and issuing receipts in accordance with school financial procedures.
* Use the school’s information management system (Pupil Asset) to input and manipulate pupil data and associated systems. Training will be given.
* Operate systems for recording, storing, retrieving and analysing information on pupils and producing the required reports.
* Ensure that pupils who are late or leave the school site during the day are recorded, informing staff and parents as necessary.
* Open, sort and log incoming mail, distribute to Office Manager, Headteacher and other members of staff.
* Manage emails, forwarding messages and deleting as appropriate; including office@ email.
* Send communications to parents - use parent mail, Facebook, Twitter and upload communications to the school website.
* Receive and sort and distribute deliveries and pass delivery notes to Office Manager.
* Ensure up to date information is ready at hand to enable enquiries to be dealt with promptly (e.g. maintaining daily records on the location of staff/pupils).
* Ensure reception facilities are attractive and welcoming. Keep all material on display up to date.
* Coordinating with school meal providers and parents regarding FSM, UFSM entitlements.
* Assist with the ordering of consumables, stationery, materials and resources and ensuring that stock levels are maintained.
* Contribute to the efficient operation of the school reception / office by undertaking tasks, as directed by the Office Manager/Headteacher.
* Carry out administrative tasks as directed by the Office Manager/Headteacher, for example, putting together information packs, photocopying, typing, printing and laminating.
* Assist with the administration for the admission arrangements for new pupils to the School.
* Assist with the administration of Before and After School Clubs.
* Support the wider life of the school e.g. attending additional school events like the Christmas Fayre.
* Assist with ensuring that all pupil records are transferred to the receiving school in a confidential and timely manner. This includes mid-year and end of year transfers.
* Carry out administrative duties for educational visits and in school events.
* Carry out pastoral support tasks, for example, communicating with parents/carers regarding a sick child, forgotten lunch or equipment.
* Comply with data protection requirements in all working practices and maintain confidentiality as necessary.
* Attend and participate in training, be proactive about identifying own professional development needs.
* Undertake First Aid training and respond as required to First Aid issues, administer medicines to children when required and ensure associated record keeping is up to date. Book essential training and refresher training as required including full Paediatric First Aid and training for specific medical conditions.
* Fulfil equality and diversity and health and safety responsibilities appropriate to the role.
* Undertake any other duties consistent with the grading of the post.

***The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.***

***The School and Cambridge Meridian Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the DBS.***