



Job Description

Designation of Postholder: Receptionist/Administrator

Grade: Scale 3

Hours: 25 hours

Duties of Post:

To be responsible to the Federation Executive Co-Headteachers and School Business Manager maintaining at all times strict confidentiality in all aspects of the position.

Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school.

Key Responsibilities

Finance

- To be responsible for the collection of all monies into the school; Dinner Money, Breakfast and After School Club fees, Maintenance Fund, Trips and School Journey and the safekeeping of all money
- Record Cash Payments for Dinner Money (when required)
- Produce Dinner Money Debt letters when necessary
- Maintain a log of Capitation Payments
- Compile School Fund spreadsheet and carry out monthly reconciliation
- Maintain On-Line Payment (School Comms) system; Input new payment requests, record cash payments made daily.

At all times upholding the school's financial administration procedures.

Admissions

- To provide prospective new parents with New Parent Packs and relevant Admissions Forms
- To show prospective parents around the school, answer any queries and arrange start dates
- Rank new intake list from LA
- Prepare new intake letters
- Maintain in year waiting list
- Request files/UPN from previous School/Nursery
- Produce New Parent Packs

Attendance

- Produce weekly class registers
- Produce weekly attendance figures for Deputy Headteacher/HSLW
- Meet with Attendance Advisory Officer and HSLW to discuss Fast Track
- Produce and sent out Fast Track letters and arrange parent meetings with AAO
- Produce attendance certificates
- Produce Attendance reports when requested

SIMS

- Input new pupil information onto SIMS/keep up to date
- Regularly update FSM information, SEN details and exclusions

- Produce weekly registers from SIMS
- Produce CTF files for pupils leaving this school and ensure paper files are transferred

School Journey

- Produce School Journey letter – inc. payments date etc.
- Monitor payments/produce and update payment cards
- Distribute packing lists
- Book accommodation/coaches – liaise with other campuses
- Organise insurance
- Produce SJ Accounts

General

- Welcome visitors and ensure signing in procedure/visitor pass are administered
- Deal with incoming telephone call and direct as necessary
- Manage parental queries – face to face or on the telephone
- Provide kitchen with daily numbers
- Produce weekly numbers for kitchen
- Open, date stamp and distribute post
- Print staff menus and pass to kitchen daily
- Input daily pupil attendance figures
- Monitor/collate photograph orders/money
- Text/email parents as necessary
- Produce Car Registration Number list
- Provide refreshments when necessary
- Book Rail travel/tickets for school trips
- Complete pupil absence book daily
- To maintain stocks and supplies, cataloguing and distributing as required. This includes ensuring office stationary stocks are adequate, in consultation with the Leadership Team.
- Liaise with our uniform supplier regarding uniform queries
- Set up and monitor Parents Evening System
- When requested, produce statistics/reports for Exec Co-Headteacher, Deputy Headteacher or Assistant Headteacher
- Photocopying as and when necessary/distribute
- Accident and H&S Reporting (on iTrent and H&S Website)
- Update diary as necessary
- Keep Oyster Cards topped up
- Archive documents at the appropriate time and ensure safe storage that can be accessed when required
- Administer First Aid to pupils and staff if required
- Report medical incidents to parents and senior leaders

Other Duties:

- Any other duties as directed by the Exec Co-Headteacher, Deputy Headteacher, Senior Assistant Headteacher, Assistant Headteacher or School Business Manager
- To carry out the duties and responsibilities of the post in compliance with the Federation's Equal Opportunities Policy
- To maintain strict confidentiality at all times and observe General Data Protection Regulations (GDPR) when dealing with personal information where appropriate
- To promote the safeguarding of children
- Observe all Federation practices relating to child protection, security, fire and emergency and Health and Safety
- To understand and comply with all relevant Federation policies

- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post
- Participate in in-service training as appropriate to role
- To cover for absent colleagues and undertake other duties commensurate with the grade
- To uphold the Christian values and support the Christian ethos within the federation of schools

A flexible attitude to working hours is necessary as the post holder will sometimes be required to work additional hours when the pressure of work necessitates it and for events such as open evenings. Please note in the absence of other admin team members you may be asked to also support the administration of:

- To be a Safe Key Holder and maintain a daily/weekly content register
- Place orders
- Staff absence and HR records.
- FMS
- Assessment data