

Receptionist / Administrator Job Description



Job Title	Receptionist / Administrator	Reporting to	Business Manager
Job Purpose	The School Receptionist is the first point of call for visitors to the school, parents, staff and children. As the 'face' of the school the receptionist should be welcoming, personable, helpful and able to represent the School in a professional and friendly manner. In addition it is essential that the person for this role is organised, able to multitask, work flexibly and have a 'can do' approach to work, as no two days are the same. The receptionist is also required to assist the Headteacher and SLT with various administrative tasks, requiring a good level of IT skills.		
Liaising With (internal)	All staff and pupils.	Liaising With (external)	Visitors (including parents), Department of Education, other schools and Wisepay
Supervising	N/A	Contract	H3 (32.5 hours per week term time + INSET Days)
Key Responsibilities	<p>Reception</p> <ul style="list-style-type: none"> To act as the first point of contact for the school: welcoming visitors and responding to telephone and email enquiries in a helpful and constructive manner and ensuring that appropriate actions are taken in a timely manner Ensuring the safety and security of the school at all times, making sure that the front entry door is locked and entry to the premises controlled ensuring that DBS and ID checks are made where necessary Ensuring that all visitors sign in and take the appropriate visitor badge before entering the premises Communicating with parents regarding all aspects of school life, receiving and passing on information, between parents and teachers, including phoning parents to ascertain reasons for pupils' absence Collate and record registration and attendance information including the recording of details for children who arrive late or go home Assisting with event related tasks, including preparations for and assistance at Open Mornings, Parents Evenings, and other school activities that involve welcoming visitors. Organise refreshments where required Assisting with all admissions related tasks, recording details of enquiries from prospective new families Maintaining and updating school information, records and databases Receive, sort and distribute all packages, deliveries and mail Ensuring that the reception and office areas are kept smart and tidy and that noticeboards are kept up-to date To assist with the ordering of stationery, materials and resources and ensuring that stock levels are maintained. Maintain good relations with public, press and voluntary bodies Accompany late arrivers to class and deal with pupil illness or injury as appropriate and monitor attendance. <p>Administration</p> <ul style="list-style-type: none"> To undertake typing and word processing as required To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier To update the school's website, including the online diary To update the school diary and ensure any notices relating to staff are posted in the staffroom To be responsible for the sorting and distributing of incoming post and the sending of outgoing post, including the purchase of stamps To update and maintain staff pigeon holes as required 		

	<ul style="list-style-type: none"> • To provide general clerical support as required • To create a daily total on registers and in SIMS • To assist with the administration of school visits in liaison with the teaching staff. This includes booking visits and coaches and maintaining the EVOLVE system, updating risk assessments as required • To administer and organise all Hiring's including Service Level Agreements / DBS / insurance and other necessary checks are in place liaising with the Site Manager as required • To administer and update the SIMs database with regards to pupil records / dinner money / attendance etc keeping an overview of class and individual attendance producing reports for SLT / Attendance Officer as required and sending out standard letters regarding attendance each half term where there are any concerns • To undertake the termly school census • To arrange school photos • To assist with Special Educational Needs correspondence; arranging appointments for staff/parents; typing referrals and reports from Headteacher and SENDCo. • Maintain staff contact lists. • Administrator of eSchools learning platform, providing support and the administration of diary, notifications and letters to parents etc • To be responsible for the collection of dinner numbers (passing to the kitchen), and collection of dinner monies from parents and liaise with parents to collect monies owed • To collect, record and issue receipts for other monies as required, including trips, and photographs • In conjunction with Finance Officer ensure that all monies coming through the office are collated and recording correctly in line with financial regulations ready for banking <p><u>Welfare</u></p> <ul style="list-style-type: none"> • To administer first aid to pupils as required, in keeping with the school's policy and order first aid supplies as necessary – checking first aid bags and completing forms and paperwork as required • To collate information provided by parents and ensure it is passed to the relevant person • To liaise with parents regarding pupils sickness/injury • To assist with visits from nurse, dentist etc • To assist with the general welfare of pupils
	<p><i>Note: The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be required by the Senior Leadership Team.</i></p>
Compliance, Restrictions & Enablers	<p>Compliance with all policies and procedures of the Academies including, but not limited to:</p> <ul style="list-style-type: none"> • Health, Safety & Security and environmental standards • Data Protection legislation and best practice • Code of confidentiality • Child Protection, including DBS enhanced disclosure requirements • Equal Opportunities & Diversity

All employees are subject to an Independent Safeguarding Authority check, according to current statutory requirements.