



Receptionist/ Administrative Assistant Job Description

Relationships:

Accountable to: Governing Body and Headteacher

Responsible to: Office Manager and Headteacher

Contract of Employment:

Hours: 9.00am to 4.30pm

Term time only plus 5 additional days

Start date As soon as possible

Job Purpose

1. To provide a professional Receptionist service as well as administrative support under the supervision of the Office Manager
2. To support with data entry
3. To manage Pupil Attendance
4. To manage the Admissions paperwork and prepare it for the Office Manager
5. To answer and direct phone calls and school emails
6. To support the Office Manager and Assistant Business Manager as needed

General Duties

- Answer and direct phone calls and emails taking messages where appropriate
- Ensure that school security procedures are complied with when visitors arrive at school and register all visitors as appropriate
- Accept, sign for, check and distribute deliveries
- Type correspondence ensuring accuracy and confidentiality at all times
- Laminating and photocopying for the office and Headteacher
- Oversee pupil attendance and punctuality (training will be given). This will involve contacting parents/carers on a regular basis and updating school records
- Update information using the SIMS system
- Provide First Aid support and liaise with parents as appropriate
- Report issues in line with school policies for example H&S, Child Protection etc.
- Manage School Uniform and liaise with the Uniform supplier
- Attend meetings and training sessions as needed including Open Evenings
- Support the Office Manager and Assistant Business Manager as needed
- Help with the administration of school clubs and extra-curricular activities
- General typing for Headteacher including policies and reports
- Collate and distribute weekly newsletter under direction of Headteacher
- Assist with visits from School Nurse, Photographers etc.
- Support the Office Manager with the Admissions process
- Administration of Care plans with the support of the Assistant Business Manager
- Point of contact for catering company. This includes administration of school dinners.
- Monitoring and chasing parents for underpayment, overseen by the Assistant Business Manager.