

William Torbitt / Coppice Primary School
Admin / Receptionist
Job Description

Hours of work: 3 hours x 5 days a week – no lunch break (15 hours per week)

Term time only, attendance for full day requested on all inset and training days.

LBR4

Responsible to: Office Manager

Line Manager: Office Manager

Main Responsibilities, Task and Duties

- To be an ambassador for the school when meeting parents and other visitors
- To Provide an efficient and effective office that supports the best possible outcomes for the children at William Torbitt.
- Form and maintain appropriate relationships with personal boundaries with children, young people and parents.
- Offer a professional service and be a welcoming face of the school resolving minor matters, referring more serious matters to appropriate members of staff and visitors.
- To be trusted and respect confidentiality using discretion with issues of a sensitive nature and compliance with data protection.
- Under the direction of the Office manager and using own initiative, work as part of a team, carrying out tasks to increase the office efficiencies when required, for example welcoming visitors, answering phones, hospitality, photocopying, administrative duties

Administration:

- Under the direction of the AWAO distribute the stationery and books to classes/teachers as and when requested and manage the stock levels of other resources.
- Collate and distribute parents evening reports to teachers and invite secondary schools in to visit.
- Under the direction of the AWAO, organise the administration of activity clubs and ensure staff members have accurate registers for each club.
- To send text messages and emails to parents via the Parent mail system
- Perform admin duties throughout the school day: acting as a point of reference for receiving calls, children, parents, visitors, assessment papers and telephone enquiries.
- Ensure professional and friendly hospitality to all stakeholders, offering refreshments, organising and preparing meeting rooms, clearing away afterwards and keeping the kitchenette clean and tidy.
- Adhere to school procedures and ensure that staff receive messages (telephone, email, parent mail, face to face) promptly and accurately.
- Maintain notice boards, sort and distribute mail and deliveries including adhoc delivery of items to classrooms.
- Screen phone calls, enquiries and requests and handle them when appropriate
- Meet and greet visitors of all seniority.
- Carry out tasks delegated by the Office Manager.
- Work together with the Office Manager to ensure all appropriate paperwork/tasks related to school trips has been completed in a timely manner.

Safeguarding:

- Ensure safeguarding procedures are followed for all visitors.
- Contribute to the safeguarding and welfare of children in the school.
- Ensure the main access and egress points of the school are kept secure

Support for the school:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To promote the vision, aims, values and overall ethos of the school and to contribute to their development.
- To play a full part in the life of the school, including attending staff meetings, weekly office meetings, briefings, INSET, CPD, Professional development and training.
- To undertake any other particular duty reasonably assigned by the Executive Head teacher from time to time.
- Be aware of and support difference, and ensure all pupils have equal access to opportunities to learn and develop
- To stay late for planned events including parents evening, Governing body meetings and pupil performances when required to do so.
- Appreciate and support the role of other professionals
- This job includes regulated activity as it involves working directly with children.
- The job description can never be fully descriptive and exhaustive. It is expected that staff will respond to emergencies as they arise. It is also expected that staff will show flexibility in their duties during busy periods and periods of staff absence. The post holder must comply with the LBR Equal Opportunities Policy and Health and Safety and all school policies.

Person Specification:

| | Essential | Desirable |
|--------------------------------|--|--|
| Experience | General clerical & administrative knowledge | Work experience in an office. Worked in a school |
| Qualifications/training | Good numeracy and literacy skills – qualifications in English & Maths (C grade GCSE) | |
| Knowledge/skills | Keyboard and computer skills. Participate in training and development opportunities. Ability to relate well to children and adults. Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. | Good understanding and ability to use relevant technology eg: photocopier. |