DREAM, PERSEVERE, SUCCEED

DOWNSHALL PRIMARY SCHOOL

Part Time Receptionist & Administrator
Job Description

Salary Grade: LBR Grade 2
Actual gross annual salary:
Hours: 17.5 hours per week
1.15pm-4.45pm Monday – Friday (term time only)

Line Manager: Systems & Administration Manager

Purpose of the post

- To undertake all reception duties

Duties and responsibilities

TASKS

Duties will include:

- To work as part of the admin team and undertake a variety of office tasks, including:
  - Greeting and dealing with enquiries from parents/carers/visitors/school staff and pupils;
  - Answering the telephone;
  - Photocopying;
  - Monitoring and chasing dinner money debts;
  - Keeping list of emergency contacts up to date & sharing with relevant staff;
  - To ensure classroom fire evacuation registers are updated regularly;
  - Administration of walking home passes;
  - Monitor absence tracking of parents who give less than 24 hours notice when requesting leave;
  - Typing/computer administration;
  - Website & Social Media administration;
  - Drafting and sending letters to parents;
  - Designing and preparing leaflets, posters and documents;
  - To take concise minutes of meetings;
  - To check and proof read schools letters/documents for accurate English, punctuation and grammar;
  - Monitor and distribute incoming mail;
  - To carry out administration involved with school meals;
  - To update the school's MIS database;
  - To send communications to parents via the school's messaging system;
  - To update and create accounts for staff using the school's visitor management system;
  - To administer 11+ applications;
  - Filing.

- To carry out other such reasonable duties as the Headteacher/ Systems & Administration Manager may require in line with the grade of the post.

RESPONSIBILITIES

- Comply with policies relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall ethos/work/aims of the school;
- Establish constructive relationships and communicate with other agencies/professionals;
- Participate in training and other learning activities and performance development as required;
- Recognise own strengths and areas of expertise and use these to advise and support others.

Knowledge/Skills

- Effective use of Microsoft Office software (essential);
- Good standard of Maths and English (essential);
- Excellent written and verbal communication skills (essential);
- Competent with computers and online technology (essential);
- Knowledge of Bromcom, MCAS and/or SchoolPing (desirable);
- Ability to relate well to children and adults (essential);
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these (essential);
- Ability to self evaluate learning needs and actively seek learning opportunities (essential).

Experience

- Experience of the above (preferably in a school)

Qualifications

- Minimum of 5 GCSEs 'O' Level including English and Mathematics (Grades A-C);
- Excellent spoken and written literacy skills.

I confirm that I have received a copy of the above job description for the role that I have

been appointed as.

Signed: …….. Date: ……

Please print name: …….