



Vision

We are a growing community welcoming all into a secure, caring and inclusive environment, enabling us to flourish. Rooted in traditional Christian values, learning is fun, active and challenging. This nurtures spiritual, mental, physical and creative development. Our happy children build trusting relationships reflecting the love of God.

“Nurtured we flourish”

Our Values

Everything that we do in school is driven by our vision and underpinned by our core Christian values. All the experiences we offer our pupils and the way members of our community behave towards each other are shaped by our Christian values of:

Love Faith Forgiveness Fellowship

Job Description: Receptionist / Office Administrator

Grade: Kent Range 3

Responsible to: Head Teacher

Main Purpose of Job

To promote the school in a positive manner, displaying our Christian values and vision, whilst providing clerical and administrative functions in the organisation to enhance the effective running of the school.

Key Duties and Responsibilities

- To work alongside the Head Teacher and Office Personnel to ensure that the school has consistently high quality financial and administrative support to fulfil its primary function of providing the best quality education.
- To ensure the smooth, efficient and professional running of the school's front office.
- Undertake reception duties, acting as the first point of contact, in response to face-to-face, telephone and email enquiries.
- To ensure that all staff and visitors have a current DBS check and all records are maintained, including the Single Central Record

Harrietsham Church of England Primary School

- Provide general clerical duties including opening and distribution of mail, composing letters for signature, responding to emails, telephone or face-to-face enquiries from pupils, staff, parents or visitors, communication with parents, message taking and managing the school diary.
- Assist with the maintenance of accurate pupil records using the SIMS system, School Money and Teachers 2 Parents.
- Act as first point of contact for pupil absence, ensuring absence is recorded accurately.
- Produce reports requested by the Head Teacher or Senior Leadership Team using SIMS.
- Produce a weekly newsletter for the parents detailing future diary dates.
- Ensure that the school website is accurate and current providing useful information to children, parents and school visitors.
- Co-ordinate visits to school from external agencies (school nursing team / photographers / Educational Psychologist etc.) ensuring that relevant personnel are informed, rooms are booked etc.
- Co-ordinate visits from prospective parents and pupils, liaising with the Office Manager to conduct the showround of the school.
- On an annual basis and under the direction of the Office Manager, undertake a pupil record review and ensure all information is still relevant and up to date.
- Develop methods of promoting and reinforcing children's self esteem and social interaction.
- To maintain a professional and discreet attitude at all times.
- To follow the school's child protection procedures, maintaining confidentiality and sensitivity to pupils needs but having regard to the safeguarding policy and procedures of the school.
- To maintain strict confidentiality with regard to both pupils and staff within and outside of the school.
- To understand and apply the school policies on teaching and learning and behaviour management.
- Participate in professional development through training and courses.
- Assist the head teacher and staff at the school with any reasonable task requested.

Headteacher: _____

Date: _____

Postholder: _____

Date: _____