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**Receptionist/Administrative Assistant**

**Job Description**

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| **Grade:** | **Kent Range KR3**(36.25 hours per week, 39 weeks plus holiday entitlement) |
| **Responsible to:** | **Office Manager** |

**Purpose of the Job:**

To provide general clerical or administrative support to the school under the direction or

instruction of the Office Manager.

**Key duties and responsibilities:**

1. Provide administrative support e.g. photocopying, filing, emailing, and completion of routine forms. This could be directly supporting the Senior Leadership Team.
2. Sign in late children and accompany to classroom
3. Organise school photographs and administration ensuring photographs are updated on SIMS
4. Collect daily registers and deliver dinner registers to school kitchen, confirming number of school meals to the kitchen on a daily basis. Confirm numbers of school meals to CDC on a weekly basis.
5. Liaise with CDC the catering company re menus, pass on information to parents and update School Money
6. General letter / email / text issue.
7. Organise Learner of the Week and make sure powerpoints are up to date.
8. Update SIMS as required.
9. Parents evening communication to parents and update School Money
10. School money and T2P admin and queries
11. Assist with T2P and School Money year end procedures
12. Cool Milk/fruit scheme administration.
13. First aid books – keep updated and stocked with head letters
14. Administration of health care plans
15. Keep an accurate central record of children with medical conditions. Medical lists/photos on all class folders
16. Food allergy list maintained and communicated with kitchen
17. Write weekly newsletter.
18. Keep school calendar (KLZ) up to date.
19. Update school website.
20. Open and distribute post.
21. Deal with any deliveries, letting site staff know when they come in.
22. Attend and take parent council minutes
23. Coordinate visits for the school nursing team for flu vaccinations and height/weight checks

**Individuals in this role may also undertake some or all of the following:**

* Undertake reception duties; act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors.
* First point of contact for sick pupils, liaise with parents / carers / staff
* Undertake photocopying and shredding as required
* General First Aid Duties

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by the leadership of the Trust.

**We are committed to equality throughout our organisation. We are also committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.**

Post holder: ……………………………………………

Signed: ……………………………………………

Date: ……………………………………………

Reviewed. November 2022

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.