

School(s) Wrotham Road Primary School

Name:

Job Title: Admin Level 1 - Admin Assistant /
Receptionist

Grade: KR3

Responsible to: Line Manager

Purpose of the Job:

To provide general clerical or administrative support to the school under the direction or instruction of senior staff.

Key duties and responsibilities:

- Provide administrative support e.g., photocopying, filing, faxing, emailing, completion of
- routine forms, administration relating to school meals. This could be directly supporting the Head Teacher.
- Update manual and computerised records/management information systems.
- To assist with any other general office duties as requested.

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

- Provide an efficient and professional reception service - greeting visitors, staff and pupils and ensure they sign in / out in accordance with school procedures.
- Answer enquiries received in person / by phone or via emails – responding to queries / relaying messages and acting on instructions as needed and referring on where appropriate.
- Open, sort and distribute incoming mail and post outgoing mail.
- First point of contact for sick pupils, liaise with parents / carers / staff.
- Assist with arrangements for visits, for example by school nurse, photographer and other meetings as required sending relevant documents to participants and taking accurate meeting notes as required.
- Liaise with various outside organisations to provide a variety of services to the school (photographer, coach companies, milk / fruit / voucher schemes, Walk on Wednesday etc.).
- Prepare registers and update records (e.g. for school dinners / free school meals / milk lists / breakfast club) and ensure information is shared as required. Arrange orderly and secure storage of supplies.

- Prepare and distribute routine home / school correspondence for approval by Head Teacher.
- Maintain school diary and arrange meetings / room bookings / visits from external agencies as required.
- Undertake photocopying and shredding as required, reporting faulty machinery and equipment as necessary.
- Assist with the organisation of school trips / clubs – ensuring all required records and permission slips are available to the group leader.
- Produce lists, information and data as requested by senior staff or external agencies (e.g. standard / statutory returns).

GENERAL

- Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupil's wellbeing.
- Support the safeguarding and welfare of children and young people within the school.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
- Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development.
- To fulfil any other duties as required by the Head Teacher with the agreement of the post holder.

This job description describes the way in which the post holder is expected and required to perform and complete the particular duties set out above.

It can be amended, in consultation with the Head Teacher, to reflect the changing needs of the school and should be reviewed annually.

Job Holder..... Date

Head Teacher..... Date.....

Person Specification: Admin Level 1 – Admin Assistant / Receptionist

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> Level 2 or equivalent in Math and English.
EXPERIENCE	<ul style="list-style-type: none"> Some knowledge of administration and office systems.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to communicate effectively with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers and visitors. Ability to provide a high level of customer service. Ability to deal calmly, tactfully and effectively with a range of people. Literacy and numeracy skills – ability to read and write, put items in alphabetical order, add and subtract figures and to use a calculator. Computer literacy – ability to use a computer and produce a range of accurate documents, using Windows WP package and basic spreadsheet / database and accurately input information, once training has been provided. Ability to work to deadlines, e.g., when studying. Ability to interact courteously and confidently with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers and visitors. Confidence and ability to ask questions relating to achieving the task. Confident telephone manner and ability to write down accurate messages. Good organisational skills, gained either through a course of study or indoors paid or voluntary work. Ability to use a filing system, once training has been provided. Ability to take accurate notes of meetings – experience could have been gained through school or college lecture notes. Ability to retain and use a range of new information.

	<ul style="list-style-type: none"> • Ability to work confidentially, keeping work-related issues and discussions in the workplace. • Willingness to attend training courses which help you in your current role and develop your potential for other roles.
KNOWLEDGE	<ul style="list-style-type: none"> • Requires knowledge of a range of administrative support tasks and office and related school procedures and systems. • Awareness of equalities and diversity issues – respecting the needs and views of other people. • Understanding of health and safety issues within the workplace, once these have been explained.