**The Willesborough Schools**

Job title: - **Receptionist/Office Administrator**

Job Holder: -

Pay Scale: - **KR5**

Date of Appointment: -

Hours worked: - **35 hrs x 47 weeks each year**

Responsible to: -

**Purpose of Post: -**

* Answering the phone, greeting visitors, managing enquiries.
* Manage visitor security and safeguarding requirements.
* Provide administrative and clerical support to the Assistant Headteachers and the Executive Headteacher.
* Create and maintaining records such as parental and child attendance at clubs, events etc.
* Analyse records and data and creating reports e.g. the proportions of different groups attending clubs and events, analysis of parent questionnaires.
* Initiate and maintaining liaison with providers such as Surestart, pre schools, nurseries, childminders.
* Undertake word processing and IT based tasks using excel, databases, spreadsheets and the internet.
* Sort and distribute post.
* Provide administrative support and liaison to school governors, PTA etc
* Complete and submit forms, returns e.g. DFE communications.
* Manage and liaise with merchandise companies such as uniform providers, photographer and visitor specialists.
* Maintain and develop the ‘Front of House’ environment, creating displays and welcoming environments, including virtual displays and presentation.
* Manage the administration of use of school facilities and premises.
* Maintain the staff shared point and school website in respect of school policies and statutory documents.
* Carry out the school pupil census.
* Manage the administration of children’s medicines and maintain all records.

**Scope for professional development and succession planning;**

* Support the management of the school’s Single Central Record. Attend Safer recruitment Training, carry out DBS checks and navigate the Single Central Record.
* Support the implementation and management of the school staff census.

Signed: - date:-