

# TUNBURY PRIMARY SCHOOL

Tunbury Avenue, Walderslade, Kent. ME5 9HY

## RECEPTIONIST / ADMINISTRATIVE SUPPORT

### Job Description

**Job title:** Receptionist / Administrative Support

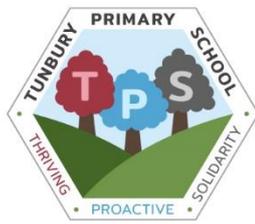
**Reporting to:** Office Manager

### Job Purpose

To provide an efficient reception and administrative service to support the smooth operation of the school.

### Key duties and responsibilities

1. Provide an efficient and professional reception service by greeting visitors, staff and pupils and ensure they sign in / out in accordance with school procedures and that visitors are issued with badges.
2. 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.
3. Arrange provision of reception and hospitality to visitors to the school as required.
4. Distribute all incoming mail.
5. Receive and assist with opening and distributing all deliveries in accordance with the schools financial regulations.
6. Prepare pupils attendance registers and update records (e.g. parent contact details) and ensure information is shared as required.
7. Monitor pupil attendance daily and run reports as requested by the Senior Leadership Team. Ensure that the school's safeguarding procedures and attendance policy are adhered to.
8. Ensure that parents of any child who is absent without a reason are contacted by 9.45am every day.
9. Record names and reasons for any child who arrives late to school and those who leave school early.
10. Process pupils' absence requests from parents according to the school's procedures.
11. Ensure that penalty notices are sent to the LA Attendance Officer.



# TUNBURY

## PRIMARY SCHOOL

12. Prepare and distribute routine home / school correspondence including after school clubs.
13. Assist with the organisation of school trips / clubs ensuring all required records and permission slips are available to the group leader.
14. Undertake a range of administrative tasks to support the efficient operation of the school, including word processing / data entry / filing providing clerical and administrative support to staff.
15. Assist with keeping the school website up-to-date.
16. To take part in 'in service' training as required.
17. Ensure that all parents receive and return consent forms for pupils' photo permissions and for their child to attend off site visits.
18. Comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the School Leadership Team.
19. Liaise with staff and outside agencies as appropriate.
20. Promote the safeguarding of children.
21. Carry out any other duties as may be reasonably requested by the Head Teacher or Governing Body.

### Notes

- Duties will inevitably develop and change as the work of the school changes to meet the needs of our service. Employees should therefore expect periodic variations to job descriptions. The school reserves this right. This job description will be supplemented on a regular basis by individual objectives as per the annual performance review derived from the School Improvement Plan.
- Where an applicant or existing employee is, or becomes disabled (as defined by the DDA) and informs the school fully of their requirements, reasonable adjustments will be made to the job description, wherever possible after seeking appropriate professional advice.