# Sissinghurst VA C of E Primary School Job Description

School Receptionist/Administrator

Salary Scale: KR4 (pro rata)

Fixed term contract 1 year in the first instance to be reviewed in Summer term 2024.

Responsible to: School Business Manager

Hours: 3 or 4 days per week. Term time only. 8:30 am – 3:30pm with 30 minutes lunch break

Purpose of the job

To run the school office, liaise with parents and provide general clerical or administrative support to the school.

Main duties and responsibilities

* To provide PA support to the Headteacher including organising the diary, booking appointments, correspondence, post, email, filing, preparation of documents and fielding phone calls as required.
* General clerical duties; filing, opening and distribution of mail, record and post outgoing mail, distribution of mail to parents and governors etc. via studybugs, general typing and word processing for letters, composing letters for signature, etc.
* Take messages and filter visitors and enquiries as appropriate, respond to pupil and parent enquiries and host visitors.
* Juniper/Pupil Asset; update pupil and other records, extract information and produce any ad-hoc reports/print-outs as well as any records required by the LA or the DfE, including FSM; ensuring our FSM list is up to date and that it has been recorded in the relevant places (SchoolGrid and SIMS), supporting families in making an application.
* Oversee the admissions process, dealing with admissions enquiries, liaising with the LA when required.
* Designing, creating and distributing a new school prospectus and letter head, school posters, curriculum models, farm school resources, book labels
* Attend weekly administration and staff meetings when required during school hours, take minutes and distribute to staff.
* To manage ‘Google’ in the school; sole user of admin console, updating staff and pupil organisational units, adding new starters, removing leavers, ensuring everyone can access their account. Setting up of Google Calendar and continued management of diary. Ensuring smooth running of Classrooms. Using forms, sheets and docs. Ensuring smooth running during lockdown and for isolating children. IT Help; helping parents and children be able to use Google and our online platforms, producing guides/ help videos and offering phone/ drop-in support. Helping staff with low-level issues when Perry is not in. Logging bigger jobs for Perry from other members of staff.
* Manage the School’s Social Media; set up and post on social media. Checking only parents have access.
* Maintain an office diary and liaise with staff when parents and/or suppliers request appointments.
* Tend to children sent to the office and contact parents or responsible adult, as necessary.
* To cover attendance registers in SIMS
* Completely redesign and upkeep the website. Adding new pages and areas to show every aspect of the school. Constant updating of linked documents and information, responding to all contact form submissions from website in a timely manner.
* Maintain an orderly office.
* Admissions In-Year and EYFS September Intake, including co-ordination for New Parents Meeting & Taster Sessions. Sissinghurst (VA) Church of England Primary School
* Update and monitor Waiting List - Process student files; electronic file transfers and sending on hard copy pupil files
* Liaise with KCC Admissions as necessary & supply on roll numbers monthly
* Produce reports where necessary on Attendance figures, FSM, COVID figures etc.
* Co-ordinate Parent Consultation Evenings - Set up appointment times for each teacher - Communicate with parents and process manual booking of appointments on system
* Co-ordinate KCC Initiatives and Fundraisers, e.g. singing-up and involving the school in initiatives such as Bikeabilty and Walk to School, alerting staff and parents, distributing resources, booking additional elements when suitable such as Scholastic Fair for World Book Day.
* Send out information for PTA
* Liaise with NHS and co-ordinate dates/room bookings for Flu/Hearing & Vision/Heights & Weights
* Book church services
* Co-ordinate clubs and registers including Wrap-Around Care; overseeing registrations, adding and updating registers with new registrations and last-minute club cancellations, sending registers to relevant staff and classes, invoicing; chasing payments using Parentpay to add events and check payments.
* Music Lessons; directing and helping parents’ sign-up for music lessons, organising a place and time for lessons to take place.
* Monitor emails throughout holiday periods
* Administer First Aid when required supporting the School, be a second adult when necessary to supervise any special care needs of individual children
* Act as an ambassador for the school at all times.
* Liaising with Governors, assisting with clerical work, updating GIAS
* Maintain communications with Class Reps; being first point of contact for them to highlight any confusion or concerns among classes. Meet with them twice a term.
* Help maintain the Asset Register; ensuring all information is up to date, including loans record and location of items
* Where appropriate, to develop a relationship to foster links between home, school and the local community. Liaising with FOSS, Flower Show Society, Cranbrook School, Benenden School etc.
* Ensure any complaints are dealt with in a timely manner, compose and send out statements when necessary, direct formal complaints to relevant party.
* Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils’ wellbeing.
* Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
* Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
* Undertake any other tasks as directed by the Headteacher which fall within the remit of the post.

The role of the office receptionist is greatly valued and appreciated by the management and staff of Sissinghurst (VA) Church of England Primary School. They have a pivotal role in the smooth running of the school. It therefore follows that although contractually you are not required to attend curriculum planning meetings, staff meetings and Parents’ Evenings you are most welcome to attend any of these and your contributions will, as always, be welcomed and valued. This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, this job description and the duties contained in it may vary, or be amended, from time to time without changing the level of responsibility associated with the post or its grade. It may be reviewed and amended at any time after consultation with the postholder. Sissinghurst (VA) Church of England Primary School

# Sissinghurst VA C of E Primary School Person specification

Receptionist/Administrator

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| criteria | qualities |
| **Qualifications  and training** | * NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards) * GCSEs in English and maths, , first aid qualifications if possible |
| **Experience** | * Working in an office environment (school experience preferable) * Organising, leading and motivating other staff * Developing, managing and operating clerical/administrative/financial and organisational systems * Managing staff * Working with children or young people * Analysing and evaluating data |
| **Skills and knowledge** | * Excellent attention to detail * Excellent literacy and numeracy skills * Competent use of IT packages including word processing, spreadsheets, computerised accounting systems and school MIS systems * Ability to use relevant office equipment effectively * Ability to plan, organise and prioritise * Understanding of data protection and confidentiality * Understanding of safeguarding |
| **Personal qualities** | * Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils * Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Embraces change well * Deals with difficult situations effectively * Has patience and a good sense of humour |

# Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date 19th May 2023

Next review date: [

Headteacher/line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_