**JOB DESCRIPTION**

**JOB TITLE:** Receptionist & Administrative Assistant

**REPORTS TO:** School Business Manager

**KENT RANGE:** KR4

**Purpose of Job:**

To provide a friendly welcome to children, staff and visitors. Administrative support within the administrative team in a busy school office. To specifically manage certain aspects including but not exclusively: Registers, repographics, School Clubs and First Aid.

**Outline of Main Duties:**

* Provide a first point of contact for pupils, parents and visitors at reception to deal with any problems that arise in the first instance or refer them on to ensure that problems are dealt with effectively.
* School office email, telephone, Car Park Barrier and Door Entry.
* Attendance Registers on SIMS. Maintaining school lunch registers.
* Update pupil records on the SIMS database where necessary.
* Liaise with Teachers/External Providers to provide a termly club schedule. Put the clubs onto ParentPay, gain parental consents and provide registers.
* Administer medicines and first aid to pupils as appropriate; maintain pupil medication records, in order to adhere to strictly laid down procedures.
* Provide general administrative services and support for the school
* Supporting the PTA, i.e., communication of correspondence.
* Any other request from Line Manager or Senior Leadership Team

**Experience, Skills and Attitudes:**

* Have qualifications in literacy and numeracy equivalent to at least NVQ2
* Be able to work effectively as part of a team but also be able to work independently and on own initiative.
* Must be flexible with effective time management skills, able to prioritise own workloads and work to deadlines.
* Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.
* Must have excellent communications skills and interpersonal skills with both children and adults.
* Relay accurate messages to staff and office colleagues.
* Must have ability to critically evaluate own performance.
* Must be computer literate and have previous experience of working within a school environment. Previous use of a School management system is desirable.

**Scope for impact:**

The Administration Team make a strong contribution to the school. They provide support to all school staff, allowing them to make more effective use of their professional skills. The application of efficient IT systems within the school office will support greater effectiveness in the management and leadership of the school.