

West Borough Primary School



Job Description

Role: Receptionist/Admin Assistant
Grade: Kent Range 4
Hours: 8:30am – 4:00pm Monday – Friday (term time plus inset days)
Responsible to: Office 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:

1. Undertake reception duties; act as first point of contact in response to telephone and face to-face enquiries, sign in visitors.
2. Provide administrative support e.g. photocopying, filing, emailing completion of routine forms, administration relating to school meals.
3. Update pupil records on Management Information System (Arbor) including production of reports as required.
4. Administration of after-school clubs and some school trips.

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

- First Aid (Training will be provided) and administering medication to pupils where needed.
- Manage communication/signing-in systems (Parentmail/Inventry).
- Undertake photocopying and shredding as required, reporting faulty machinery and equipment as necessary.
- Stock control of First Aid Supplies.
- Typing of meeting notes.
- Adding meetings & appointments via Outlook calendar.
- Assist with admissions of pupils into the school and the Nursery.
- Open, sort and distribute incoming mail/parcels and post outgoing mail.
- Assist with arrangements for visits, for example by school nurse, photographer and other meetings as required, sending relevant documents to participants.
- Assist with Pupil Attendance administration.

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Person Specification

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	NVQ 2 or equivalent
EXPERIENCE	Some experience 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.• Good literacy and numeracy skills.• Computer literacy – ability to use a computer confidently and produce a range of accurate documents, using Word, Excel, Outlook, Office 365, Arbor*, ParentMail*, Inventry* (<i>*training will be provided</i>).• Accurately input information into Arbor, once training has been provided.• Ability to work to deadlines and multi-task.• Confidence and ability to ask questions relating to achieving the task.• Confident telephone manner and ability to write down accurate messages.• Good organisational skills.• Maintain accurate records and storage of data.• Ability to retain and use a range of new information.• 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/school procedures and systems.• Awareness of equality 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.