

## Penshurst CE Primary School

### Job Description for Office Receptionist/Office Administrator

#### **Purpose of the Job:**

To provide general clerical or administrative support to the school under the direction or instruction of senior staff, taking a proactive role in relation to its day to day smooth running and functioning.

#### **Key duties and responsibilities:**

1. Provide administrative support to the day to day clerical and administrative function of the school including clerical processes, photocopying, filing, emailing, completion of routine forms, administration relating to school meals. This could be directly supporting the Head teacher.
2. Update manual and computerised records/management information systems.
3. Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors
4. Assist with arrangements for visits, for example by school nurse, photographer and other meetings as required sending relevant documents to participants and taking accurate meeting notes as required.
5. Ensure attendance registers have been completed by class teacher and establish reason for absence of students if applicable and update register accordingly.
6. Working with the Office Manager to provide admin support across of the school – this includes maintaining stock, placing and processing orders for stationery, toiletries and teaching resources.
7. Maintaining lunch registers and working with both our external and internal kitchen staff.
8. Promoting, overseeing and associated administration of the school's clubs (including keeping registers, allocating rooms/times, communication with providers and parents)
9. Providing administration and overseeing the school's swimming lessons. Including writing risk assessments, communication with parents and providers, administering and reviewing payments.
10. Providing administration and support to teachers relating to school trips; including booking venues, securing places, creating risk assessments, collecting payments via ParentMail and communicating with parents/staff.
11. Oversee the lunch rota for the Dining Hall cover.
12. Carrying out administration tasks related to the upkeep of the school building and school environment.

13. Communicating with the school meal providers, caretaker, cleaner and other trades people who attend the school to provide maintenance or complete work etc.
14. Working on projects (refurbishment/maintenance etc.) with some support from the Office Manager/Headteacher e.g. reviewing work to be done and the intended outcomes for projects.
15. Obtaining quotes and information which can be discussed with the school's Bursar.
16. Overseeing projects including communicating with builders, plumbers etc. to ensure projects are completed within the suggested timeframe.
17. Working with the school's bursar to work within budgets allocated and advising the necessary parties when this is not the case.

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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	NVQ 2 or equivalent GCSE English and Maths or Equivalent
<b>EXPERIENCE</b>	Knowledge of administration and office systems – ideally in a school setting
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.</li> <li>• Literacy and numeracy skills – ability to read and write, put items in alphabetical order, add and subtract figures and to use a calculator</li> <li>• Computer literacy – ability to use a computer and produce a range of accurate documents, using Windows WP package and basic spreadsheet/database and accurately input information, once training has been provided</li> <li>• Ability to work to deadlines.</li> <li>• Ability to interact courteously and confidently with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.</li> <li>• Confidence and ability to ask questions relating to achieving the task</li> <li>• Confident telephone manner and ability to write down accurate messages</li> <li>• Good organisational skills.</li> <li>• Ability to use a filing system.</li> <li>• Ability to take accurate notes of meetings.</li> <li>• Ability to retain and use a range of new information</li> <li>• Ability to work confidentially, keeping work-related issues and discussions in the workplace</li> </ul>

	<ul style="list-style-type: none"> <li>• Willingness to attend training courses which help you in your current role and develop your potential for other roles</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Requires knowledge of a range of administrative support tasks and office and related school procedures and systems.</li> <li>• Awareness of equalities and diversity issues – respecting the needs and views of other people</li> <li>• Understanding of health and safety issues within the workplace, once these have been explained.</li> </ul>