

Receptionist and Administrator KSC

St Peter's CE Primary School

Working Hours: Monday – Friday, 7:30am – 3:45pm

Reports to: School Business Manager and Headteacher

Location: Front Office

Role Purpose

The Receptionist and Administrator is a key member of the school's administrative team, responsible for ensuring the smooth and efficient running of the school office. This role combines front-of-house duties with high-level administrative responsibilities, supporting pupils, staff, parents, and external visitors. The Receptionist and Administrator will embody and promote the school's values of **courage, compassion, and respect** in all interactions.

Key Responsibilities

Front Office & Reception Duties

- Act as the first point of contact for all visitors, parents, and callers, providing a warm and professional welcome.
- Monitor school access via the gate system, ensuring security and safeguarding protocols are followed.
- Sign in visitors, issue ID passes, and prevent unauthorized access.
- Maintain a tidy, welcoming, and efficient front office environment.
- Respond to and manage visitor enquiries and complaints in line with school policies.
- Distribute forgotten items (e.g. PE kits, water bottles, lunches) to classes.

Pupil & Parent Liaison

- Log pupil late arrivals and record meal choices.
- Support attendance logging and meal choices during busy periods.
- Schedule parent-teacher meetings and phone calls.
- Keep staff informed of pupil appointments and pick-up arrangements.
- Ensure correct medication forms are completed and administer medicine as required.
- Provide first aid and liaise with parents when necessary.
- Maintain lists of children attending Aim High events and manage Milky Way Club bookings.

Administrative Support

- Monitor and respond to emails via the admin mailbox on a daily basis and monitor and clear the Headteacher inbox on a weekly basis.
 - Distribute daily class club lists and assist with termly club list creation.
 - Acquire quotes and assist with planning school trips and transport.
 - Support the organisation of school open days and enrichment programmes.
 - Provide general administrative support to staff and ensure effective communication across the school.
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Specific Duties

Data & Systems Management

- Complete the pupil census using Arbor.
- Set up and manage the school's MIS system, including academic calendar, clubs, Houses, and pupil details.
- Maintain accurate records for FSM, Pupil Premium, and SEN pupils.
- Ensure the Single Central Record (SCR) is up-to-date and compliant.

Diary & Communication

- Manage the Headteacher's diary, including meetings, appointments, and correspondence.
- Oversee the school diary and ensure staff are informed of key dates and events.
- Clear the Headteacher's inbox weekly.

Attendance & Staff Coordination

- Track pupil attendance, liaise with the Headteacher, and issue attendance letters.
- Record staff absences and liaise with line managers regarding sick notes and cover.
- Organise staff cover and coordinate TA movements with SEN staff.

Compliance & Reporting

- Ensure transition paperwork for leavers is complete and files are transferred to secondary schools.
- Notify the Local Authority of pupil movements and complete accident/near miss reports.
- Prepare statutory reports and submissions for the DfE and other agencies.

Governance & Policy

- Liaise with the clerk to the governing board to organise committee meetings, prepare agendas, and update policies.

- Maintain a proactive schedule for reviewing and updating school policies.

Recruitment & HR Support

- Assist with staff recruitment, including job advertisements and interview arrangements.
 - Support the Headteacher and HR Manager with disciplinary, sickness, and capability procedures.
 - Maintain staff and pupil files on manual and electronic systems.
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Additional Duties

- Work with pupils
 - Handle school uniform orders, stock checks, and classroom resource management.
 - Supervise administrative processes and delegate tasks as appropriate.
 - Ensure data protection compliance and secure record-keeping.
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Person Specification

- Excellent interpersonal and communication skills.
- Strong organisational and time-management abilities.
- Proficient in using MIS systems and Microsoft Office.
- Ability to work independently and as part of a team.
- Commitment to safeguarding and promoting the welfare of children.