



## Job Description: Receptionist / Administrative Assistant

**Location:** Barham Church of England Primary School, Valley Road, Barham CT4 6NX

**Contract:** Part-time, Term-Time Only

**Hours:** 8.30am to 1pm, 22.5 hours a week for 40 weeks a year

**Reports to:** School Business Manager / Headteacher

**Grade/Salary Range:** Kent Scheme B - £25,126 pro rata

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### Purpose of the Role

To provide a warm, welcoming, and efficient front-office service for pupils, parents, staff, and visitors. The Receptionist/Admin Assistant will support the School Business Manager and Office Manager with the smooth daily running of the school office by delivering high-quality administrative support and ensuring that communication and safeguarding procedures are followed at all times.

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### Key Responsibilities

#### Front of House

- Act as the first point of contact for all visitors, parents, and contractors, ensuring a friendly and professional welcome.
- Handle incoming telephone calls, emails, and enquiries, directing them appropriately or responding where possible.

#### Administrative Support

- Help maintain accurate pupil records, contact details, and attendance information using the school's MIS (Arbor).
- Support the administration of admissions, leavers, and transition processes.
- Help prepare letters, newsletters, and general correspondence.
- Assist with photocopying, filing, scanning, and maintaining organised office systems.
- Support the coordination of school events, parent evenings, trips, and clubs.

#### Finance

- Assist with organising and keep track of payments for clubs and trips and wraparound care fees.

- Ensure that all orders are processed correctly on FMS6 (Finance System) and on time to avoid causing the school unnecessary expense.
- Maintain accurate records for the school Voluntary Fund (excel spreadsheet recording income from Arbor, bank transfers, cash and any expenses paid by cheque).
- Update payments of clubs on trips on Arbor. Chasing where necessary.
- Help manage stock levels of stationery, medical supplies, and classroom resources and processing invoices for the same.
- Help manage uniform stock, packaging up orders, making sure payments are received.

## **Safeguarding & Confidentiality**

- Follow all safeguarding policies and procedures and report concerns appropriately.
  - Maintain confidentiality and handle sensitive information in line with GDPR requirements.
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## **Person Specification**

### **Essential**

- Good general standard of education holding GCSE Maths and English Grade C/7 or above or equivalent.
- Excellent communication and interpersonal skills.
- Strong organisational abilities and attention to detail.
- Ability to multitask in a busy environment.
- Competent in the use of Office 365 and school management systems (training available).
- Warm, calm, and child-friendly manner.
- Commitment to safeguarding and promoting the welfare of children.
- Willingness to undertake relevant training to develop performance.

### **Desirable**

- Experience working in a school or education setting.
  - Knowledge of SIMS/Arbor or similar MIS.
  - Knowledge of FMS.
  - First Aid qualification (or willingness to train).
  - Experience with processing invoices.
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## **What We Offer**

- A friendly, supportive school community.
- A meaningful role supporting our staff, children and parents.
- An inclusive and positive working environment.