

West Borough Primary School Job Description

Role: Receptionist/Admin Assistant

Grade: Kent Salary A

Hours: 24.5 hrs per week (term time plus inset days)

Responsible to: School Business 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:

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

Additional duties:

- First Aid (training provided) and administering medication to pupils where needed.
- Manage communication/signing-in systems (Parentmail/Inventory).
- Photocopying, shredding, reporting faulty equipment.
- Stock control of First Aid supplies.
- Managing Outlook calendar.
- Assisting with admissions.
- Handling incoming mail.
- Any other reasonable requests from senior leadership

Person Specification

Qualifications:

NVQ 2 or equivalent

Experience:

Some experience of administration and office systems

Skills and Abilities:

- Effective communication with staff, pupils, parents, and visitors.
- Good literacy and numeracy.
- Computer literacy (Word, Excel, Outlook, Office 365, Arbor, Inventory).
- Ability to work to deadlines and multitask.
- Strong organisational skills.
- Confidentiality and accuracy.

Knowledge:

- Administrative procedures and school systems.
- Equality and diversity awareness.
- Workplace health and safety understanding.



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