

SOUTHBOROUGH C OF E PRIMARY SCHOOL

JOB DESCRIPTION

JOB TITLE:	Receptionist & Administration Assistant
GRADE:	Kent Range 3 £15,628.00 - £17,188 pro rata
HOURS:	30.5 hours per week, term time only Monday, Tuesday, Thursday and Friday - 9.30 a.m.- 4.00 p.m. (Wednesday until 4.30 p.m.) with half hour lunch.
RESPONSIBLE TO:	Headteacher
LINE MANAGER:	School Business Manager
PURPOSE OF THE JOB:	To welcome, meet, greet and assist parents, visitors and pupils. Provide admin support to the Main and Infant Office as required.

DUTIES AND RESPONSIBILITIES

LEADERSHIP AND MANAGEMENT

- To offer administrative support as required to members of SLT (Senior Leadership Team).

RECEPTION AND TELEPHONE DUTIES

- To meet and greet parents and visitors
- To welcome all visitors, and ensure that all safeguarding measures are adhered to eg safeguarding procedures, signing in/out and fire alarm routines etc.
- Providing a first point of contact for pupils and parents and deal with any queries that arise in the first instance or refer them to ensure that matters are dealt with effectively.
- To relay messages to staff, pupils and parents as appropriate.
- Ensure the main reception area is kept clean and tidy.
- Welcome and direct supply staff ensuring they are provided with necessary information for their session ie 'Information for Supply Teachers' leaflet.
- Check and sign for deliveries to the school.
- Prepare any necessary refreshments for visitors and/or meetings as required.
- Liaise with Infant Department regarding messages and deliveries.
- To provide relief for breaks for other admin staff.
- Receive, check and record any lunch monies handed in and pass on to a member of the kitchen staff.

ADMINISTRATION

- Provide general admin and secretarial support to the Main and Infant Office as requested by the School Business Manager.
- Support the day to day and core clerical and administration functions of the school including clerical processes, word processing, IT based tasks requiring knowledge of various IT packages.
- To undertake photocopying, filing and general office duties as necessary.
- To package, post and deliver parcels and letters as necessary.
- To collate information as requested.
- To anticipate, prepare for and provide necessary communication essential to successful organisation of school events eg photos and parent consultations.

- Assist with producing marketing and promotion material for the school
- Editing and updating the school website as requested.
- Using ParentMail as necessary.

FIRST AID

- Provide basic first aid treatment to pupils to ensure their welfare at school, recording treatment as necessary.

PERSONNEL AND STAFFING

- To liaise with the School Business Manager, admin and site team.
- To liaise with the Pupil Wellbeing Manager and SLT.

ESTATE MANAGEMENT

- To support the development of family learning/parent meetings/workshops/events and all school facilities for out-of-school use, with particular reference to the local community.
- To contribute towards the management of Health & Safety within the School.

GENERAL

- Ensure equal opportunities for all.
- Contribute to the overall ethos / work /aims of the School.
- Establish constructive relationships and communicate with other agencies / professionals
- Attend and participate in regular meetings as required.
- Participate in training and other learning activities and performance development as required.

This job description is a guide and is not necessarily an exhaustive list and you may be asked to carry out other tasks as directed by the Headteacher/School Business Manager.