**Job Description**

**Job Title: Receptionist/Administration Support**

**Reports to: Schools Business Manager**

**Grade: Kent Scheme 5**

Purpose of the job

* To provide effective and efficient administration support and welfare support to the school, including some finance work.

***Professional Duties:***

***Welfare***

* To administer first aid and medicine to pupils as required, in keeping with the school’s policy and order first aid supplies as necessary.
* To liaise with parents regarding pupils’ sickness/injury.
* To assist with visits from outside agencies.
* To assist with the general welfare of pupils.
* Medical – care plans to be produced if required, including asthma and allergy conditions.

***Reception***

* To be point of contact for both telephone and face to face enquires and take messages where appropriate.
* To ensure school security arrangements are always complied with, including the issue of visitor’s badges and signing of the visitor’s book.
* To accept and sign for deliveries as appropriate.
* To provide hospitality for visitors to the school.

***Administration***

* To be responsible for the preparation and maintenance of the computerised pupil data records.
* To assist with the monitoring and maintenance of stock and order supplies as necessary.
* To provide general administration support as required.
* To undertake filing and photocopying as required, including the basic maintenance of the photocopier.
* To undertake letter writing as required.
* Updating and using ParentMail as necessary.
* Produce the weekly newsletter.
* To submit relevant result reports for Early Years, Key Stage 1 and Key Stage 2.
* To comply with statutory requirements of the submission of the school census and workforce census.
* To carry out “End of Year” procedures on the SIMS database to ensure that the new academic year, class groups and pupil data is successfully promoted.
* Maintain waiting list for admissions.
* Copying and distribute pupil reports at end of the academic year.
* Maintain the notice board.
* To distribute internal and external post and correspondence as appropriate.
* To monitor and maintain an accurate computer record of pupil attendance.
* To monitor the late arrival of pupils and maintain an accurate and up to date computer based records and files.
* To contact parents/carers to establish the reasons for pupil absenteeism by telephone and letters.
* Under the guidance of the Head teacher to establish and agree upon authorised absences and agree actions accordingly.

***Finance***

* To book trips and swimming during the year, both venue and transport.
* To manage records and receipts for the school fund monies as required, including trips and swimming etc.
* To submit invoices ready for payment to the School Business manager.
* To maintain the petty cash.
* To carrying out financial administration in accordance with appropriate school financial regulations and policies.