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| WATERINGBURY CE PRIMARY SCHOOL |

Learning, Growing, Achieving…Our journey together

**Main Purpose of the job:**

* To be an ambassador for the school when meeting parents and other visitors and to act as a first point of reference when people arrive;
* To provide secretarial, clerical and administrative support to the Headteacher, Deputy Headteacher, Senior Leadership Team and other staff;
* To contribute to the overall ethos and work of the school;
* To meet the needs of the children;
* To be aware of and support difference and ensure equal opportunities for all.

**Main Areas of Responsibility**

**1. School ethos**

a. ‘Model’ excellent professional relationships with children, parents and other professionals in the school.

b. Provide an excellent administrative service to all sections of the school community regardless of race, sex, background or age.

**2. Reception**

a. Perform Receptionist duties throughout the school day: acting as first point of reference for visitors, suppliers and contractors, children, parents and telephone enquiries.

b. Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative. Resolve minor matters and know when to refer more serious matters to appropriate member of staff.

c. Provide basic First Aid to pupils when required and complete required medical forms; ensure First Aid training is up-to-date through regular in-school training days.

**3. Communication**

a. Adhere to school procedures and ensure that staff receive messages (telephone, email, face-to-face) promptly and accurately.

b. Communicate with the school community using school email, letters and the school newsletter.

**4. Administration**

a. Provide general confidential secretarial service to Headteacher, Deputy Headteacher, Senior Leadership Team and other staff to include: word processing, correspondence, reports, mail, diaries, appointments and meetings, maintain general and confidential filing systems, provide hospitality as required.

**5. Stock Control**

a. Check goods, return unwanted items, arrange repair/servicing.

b. Raise orders where required, ensuring that they have an accompanying purchase order.

**6. Data Management**

a. Maintain high standards when managing confidential information, complying with the school’s data protection procedures and legal requirements at all times.

b. Maintain and develop the school’s GDPR logs, working the Data Protection Officer to conform to latest regulatory requirements.

**7. Attendance**

a. Follow school attendance procedures

b. Enter daily attendance on the SIMS database.

c. Update all pupil records, in a timely manner

d. Monitor registers and on a daily basis, call families where children are absent and send absence/lateness letters to parents with support from the office staff, as appropriate.

e. Produce attendance and dinner registers daily, include all details as required.

f. Show new teaching staff how to fill in registers correctly.

g.Produce attendance reports as and when requested, ensuring all data up to date and accurate.

h.Maintain the Persistent Absentee workbook, providing information to the Attendance Officer on a regular basis.

**8. Safeguarding**

a. Comply with policies and procedures covering child protection, health, safety and security.

b. Contribute to safeguarding the welfare of children in the school.

c. Maintain the security of property in a way that is consistent with your organisation’s procedures and legal requirements, reporting any concerns about safety and security to the appropriate person.

d. Maintain the visitors log book and ensure all visitors and contractors can be identified by wearing clearly visible badges.

**9. Accountability, Performance and Line Management, reporting to the Headteacher**

a. Regularly review own practice, set personal targets to achieve performance objective criteria.

b. Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges.

c. Continue to learn and develop as a professional, completing induction, attending relevant training to update knowledge and skills.

d. Model high professional standards as a responsible and effective member of staff.

**10. Other**

a. Undertake such other duties as directed and required from time to time.