

**St Katherine’s School & Nursery**

**Job Description**

**Receptionist / Administration**

September 2019

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| **Line Manager:**  Business Manager  **Main Purpose/Tasks Receptionist/Administration** Provide an efficient administrative and reception service to support the smooth operation of the school under the direction of the Headteacher/Business Manager. **Key duties and responsibilities** * Provide an efficient and professional reception service to aid the smooth running of the school.
* Answer enquiries received in person/by telephone/via emails in a timely way.
* Undertake a range of administrative tasks to support the efficient operation of the school as directed.
* Be responsible for Attendance duties, to include but not limited to – checking for registers each day and first day calling each day by 9.15am. To produce percentage attendance reports for SLT on Friday of each week.
* To produce registration lists each day from SIMS, for emergency evacuation purposes.
* Reconciliation of the cash till on Wednesday’s and Friday’s each week. Prepare reconciliation for checking by the Business Manager and cash for banking.
* Maintain accurate and up to date pupil data/records on SIMS.
* Assist with all administrative tasks associated with Admissions and maintain pupil admissions register.
* To assist with the creation and maintenance of accurate pupil records and school roll information on SIMS including the administration and inputting of new pupil data for one Year R class each year by 31st August.
* Maintain a comprehensive and up to date pupil filing system, ensuring all statutory information is received.
* To support the Headteacher in preparing for open evenings / new parents meetings.
* Attend to all pupil Welfare issues in accordance with the schools procedures.
* Record and post all outgoing mail, receive and distribute incoming mail.
* Maintain H&S records and ensure the correct procedures are followed for reporting incidents or accidents.
* Provide general reprographic duties, to include, photocopier maintenance, stock, servicing and stationery.
* Assist with the organisation of school trips ensuring all records and permission slips are available.
* Be responsible for uniform sales and stocks, ensuring appropriate levels of stock are maintained.
* Be responsible for stationery/medical stocks, ensuring appropriate levels of stock are maintained.
* Ensure monies received are recorded in accordance with the school’s procedures and liaise with parents on a regular basis regarding outstanding monies.
* Ensure all cash/cheques are stored in the school safe and banked in accordance with the schools policy.
* Maintain the office, reception and medical room areas in a clean and tidy fashion, including care for plants/flowers.

 **Staff Development/Support** * Be willing to attend training courses as deemed suitable. Training to normally take place during directed hours, which may include time on designated INSET days.
* Take an active role in their appraisal to support teaching, learning and career progression.

 **Whole School** * Positively promote and enhance the profile of the school to all visitors and external agencies whenever possible.
* Treat information relating to all school matters as strictly confidential at all times and adhere to GDPR Protocols.
* Know and follow all the schools polices, especially around safeguarding.
* Play a role in formulating and reviewing the Strategic Document.
* Report any concerns regarding safeguarding to a DSL, ensuring the safety and wellbeing of all children.
* Any other duties that may reasonably be required by the Senior Leadership Team or Governors commensurate to the level of the post.
* Take an active role in their appraisal to support teaching, learning and career progression.
* At all times follow school’s non-negotiable expectations.

Name: Signed: Date:  |