

**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: |