



PRIORY WOODS SCHOOL

JOB DESCRIPTION

Job title: RECEPTIONIST / ADMINISTRATOR LEVEL 2
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MAIN DUTIES:

Under the guidance of the School Business Manager the Receptionist will undertake the following duties:

ORGANISATION

- Undertake reception duties; answering telephone, face to face enquiries, liaising with relevant staff, outside agencies and parents, dealing with visitors etc.
- liaising with parents/staff etc.
- Assisting with arrangements for visits by various professionals, medical staff, photographer etc.
- Implementing procedures to ensure that pupil observations are agreed by staff and booked into the school diary system.
- Assisting as required with all clinics held in school.
- To ensure that all safeguarding checks are completed for all visitors within school and to manage the signing in process.
- To ensure weekly timesheets are obtained for all agency staff and that agency staff sign in and out on a daily basis.
- To ensure that all required paperwork is obtained from visitors.
- To ensure that all visitors within school sign in and are given the appropriate visitors pass in line with school policy.

ATTENDANCE

- Manage and implement the schools attendance policy to ensure that this is strictly adhered to and developed to continue to meet the changing needs of the school.
- Ensure that all attendance is reviewed and phone calls made to parents for children not in school by 10.00am
- Ensure that all correspondence from parents in relation to attendance is recorded on SIMS on a daily basis.
- Ensure that the head teacher and PSA is sent details each morning of pupils absent from school by 10.30am
- To ensure that the PSA is instructed to complete follow up calls and ensure that this information is recorded on SIMS as required.
- To produce attendance reports for the Head teacher / PSA each Friday of pupil attendance figures and on a termly basis for requested cohorts of pupils.

- To complete all attendance correspondence as required and ensure that this is linked to SIMS.
- To manage and oversee the recording of pupils who are late from school / leave school early.

EHCPs AND ANNUAL REVIEWS

- Manage and oversee the production of pupil annual reports ensuring that reports are sent out within the required timescales.
- Collate and amend the information in reports to ensure high standards and consistency.
- Ensure that all reports are signed and checked by the Head teacher
- In consultation with the Deputy Head, produce and manage the timetable for Annual Reviews and EHCPs including liaising with parents and external agencies.
- Manage and oversee all of all paperwork in relation to annual reviews and EHCPs ensuring that all information and attendance requests are sent out in a timely manner.
- Manage of all data on pupil files ensuring all updated reports are received, and all information consistently filed.

ADMINISTRATION

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
- To check daily the office email and pass on all correspondence to the relevant staff.
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks. E.g data entry of results etc.
- Sort and distribute mail
- To ensure all daily mail is recorded and posted as required.
- To Manage the School Diary / Booking of Meeting Rooms/ Shared halls.
- To complete a weekly diary sheet on a Friday
- Undertake routine administration i.e the emptying of the class bags.
- To prepare all banking by the end of the week for all funds and ensure that all income is entered and counter signed on the safe sheets.
- To run the adult school meal dinner system and count and reconcile the funds with the kitchen at the end of each week, file paperwork and prepare banking.
- To complete all red filing as directed by office staff.
- To complete all health and safety filing as directed by the SBM.
- To complete the Food technology order on a weekly basis and produce a breakdown of the amounts to be charged to each department.
- To ensure that a copy of all letters sent out to parents are added to the school website and to facebook and twitter as required.
- To maintain a file of all correspondence with parents.
- To send texts to parents as directed by staff members.
- To maintain and update the information put on school reception screen.
- To ensure that the reception area is kept tidy.
- To make phone calls home to parents as directed by staff.

- To ensure that copies of staff forms are kept up to date in the staff room, PPA and PPA room.

RESOURCES

- Operate office equipment E.g. photocopier, computer, etc.
- Undertake routine financial administration E.g. collect and record dinner money
- To chase outstanding payments as requested by staff.

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
Participate in training and other learning activities and performance development as required.
 - To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Recognise own strengths and areas of expertise and use these to advise and support others.

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.