**JOB DESCRIPTION**

**Post Title: Receptionist/ Administration Assistant**

**Hours p.w: 37 (Monday-Thursday 8:00 am–4:00 pm Friday 8:30 am–4.00 pm)**

### Salary: Grade 3 SCPs 12-16 - £17,173-£18,319 pro rata term time only

**Key duties of the posts will involve:**

* Responsible for management of the main reception, including the escorting of parents/visitors around the school and to ensure school security and safeguarding arrangements are always complied with using electronic door entry system and issuing of visitor badges.
* Responsible for providing general clerical support including photocopying, word processing and the sorting, distribution and despatch of school mail, providing support for the office manager and senior leadership team as required.
* Manage appointments with external agencies and coordinate meetings.
* Provide administrative support for nursery admissions and SENCO.
* To be main point of contact for both telephone and face to face enquiries, taking messages where appropriate including responding to absence.
* To communicate with and be the first point of contact for parents/carers including sending out newsletters and communicating by telephone.
* To be responsible for monitoring the completion of registers and the initiation of First Day Calls – contacting parents/carers of pupils that have an unauthorised absence from school during the morning of their first day of absence, liaising with the school’s Parental Support Advisor.
* To assist with the administration of school meals. To include updating dinner registers, providing dinner numbers for the kitchen, issuing and monitoring school wrist band system and providing returns on school dinner numbers to the local authority.
* To administer school milk system and complete returns for the milk provider and to the nursery milk scheme.
* Update extracurricular club registers liaising with the extracurricular coordinator and office staff.
* Assist in the maintenance of computer based records using SIMS to ensure that these are all kept current and up to date.
* Maintain school website ensuring information is correct and current
* Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
* Inform parents/carers of pupils reported ill whilst on school premises.
* To work effectively and responsibly as part of a team, prioritising tasks as necessary.
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* The Post holder may undertake any other duties that are commensurate with the post.

The post holder has common duties and responsibilities in the areas of:

Quality Assurance, Communication, Professional Practice, Health and Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality and Diversity, Confidentiality and Induction.