



**St Mary's Catholic School**

**Administrator - Student Reception**

**JOB DESCRIPTION**

**RESPONSIBLE TO: Senior Administrator**

**GRADE: N04 (SCP 5-8)**

**HOURS OF WORK: Full-time - 37hrs (Mon. to Thurs. 8am-4pm Fri. 8am-3.30pm, 1/2 hr lunch)**

**Term time only + 11 days on-call**

**MAIN DUTIES:** The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Student Reception Duties: signing students in and out of school, phone calls to parents/home, collection of work, timetables, lost property and all general student enquiries.
2. Attendance – daily first response calls to chase up student absence. Accurate recording of punctuality and attendance in registers.
3. Receiving and dealing appropriately with any incoming and outgoing emails.
4. Administration of medication to students.
5. Co-ordination/triage of pupil/staff first aid/welfare, including looking after unwell pupils and liaising with parents/staff. The successful candidate will complete the necessary first aid training for this role.
6. Managing the smooth operation of the medical room, to include the management of appropriate stock.
7. Maintaining an up to date knowledge of health and safety guidance applicable to a secondary Academy referring to the Finance Director when changes are required.
8. Updating the school Management Information System as required.
9. Collecting payment for students' trips and activities in line with finance procedures.
10. Answering and making telephone calls as appropriate.
11. Taking messages for teaching staff.
12. Taking uniform orders/exchanges and enquiries.
13. Assisting in maintaining a healthy, safe and secure environment and acting in accordance with the school's policies and procedures.
14. Supporting the work of the main school office as and when required.
15. Maintaining good practice in relation to the provision of an efficient and effective service within the student reception area, main school office and other administration areas.
16. Carrying out any other duties, as directed by the Senior Administrator, commensurate with the level of responsibility of the post.
17. Attending and participating in meetings when required.
18. Complying with all school policies and procedures relating to child protection, health and safety, security, confidentiality and data protection and reporting all concerns to the appropriate person.
19. Participating in training and other continuing professional development as require