**The Meadows School**

**JOB DESCRIPTION**

**Receptionist/Administrative Assistant**

**Grade 2**

**Responsible to the Office Manager**

**Post Holder:**

To support the efficient and smooth running of the school by:

**Reception Duties:**

* To be responsible for being the first point of contact for the school
* Meet, greet and sign in visitors and parents adhering to the safeguarding of children
* Answer phone calls and deal with all enquiries
* Handling post, both incoming and outgoing and despatch as necessary
* Receiving deliveries, checking stocks against delivery notes and arranging for storage and distribution
* Liaise with Senior Leadership Team/Teachers/Administration staff re – location of meetings/organise area and provide refreshments
* Diary entries and daily checking of the school diary to ensure the smooth running of the school day

 **Pupil information and support:**

* Management of SIMS database relating to pupil information, ensuring that contact details are up to date at all times
* Updating the emergency contact list, ensuring that contact details are up to date at all times
* Liaise with all feeder and other primary schools when children transfer including common transfer and transfer of schools records including the preparation of Year 6 transition to ensure a smooth transfer of pupils to the school.
* Relevant health and safety documentation relating to pupils eg admission packs, pupil indemnity forms, transition timetables
* Responsible for ensuring all necessary administrative tasks are covered and carried out to ensure the smooth running of the school and all Authority processes and procedures are followed
* Liaison with taxis and Durham County Council Transport regarding pupil transport in relation to new starters
* Collation of consultation paperwork
* FSM administration
* Supporting the Examinations Officer in administration processes
* Filing all pupil correspondence
* To administer First Aid / medication when required, keeping accurate records
* Supporting Accident / incident reporting forms

**General tasks:**

* Typing and filing, as delegated by the Office Manager
* Photocopying
* Texting service
* Role requires working with a team
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* Provide appropriate help throughout the day including break and lunchtime monitoring (when required)

To attend any training courses relevant to the post

The post holder may undertake any other duties that are commensurate with the post

Signature: Date:

October 2022