



Receptionist /Administrative Assistant Job Description

POST TITLE:	Receptionist/ Administrative Assistant
STATUS:	Permanent, 2 days per a week. 12 hours per week (8.30 a.m. – 4.30 p.m.) term time only
SALARY:	G3
LINE MANAGER:	School Business Manager

PURPOSE: To provide effective and efficient receptionist and administrative support to the school.

DUTIES AND RESPONSIBILITIES

The Receptionist/ Administrative Assistant will support the School Business Manager in the following duties and responsibilities:

RECEPTION

- Ensure the reception area provides a welcoming and positive image to stakeholders and visitors attending the site
- Respond promptly and courteously to telephone calls and deal with queries appropriately
- Assist with the efficient and accurate input and maintenance of the visitor Inventory
- Assist in the co-ordination of deliveries and post
- Liaise with pupils and parents on issues relating to forgotten items such as lunchboxes and pupil's equipment
- Co-ordinate school lunch numbers, liaising with relevant staff and the kitchen
- Update and file daily pupil emergency evacuation reports
- Ensure class registers are kept up to date and are completed in a timely manner, as per legal requirements on SIMS
- Work closely with the Admissions and Attendance Officer in managing daily pupil absence notifications via telephone, voicemail and email, including following safeguarding procedures when necessary
- Maintain pupil records on SIMS, following statutory guidance and set procedures, including amendments to data sheets, change of home address etc.
- Assist in the co-ordination of uncollected pupils at the end of the school day
- Organise the distributions of school photographs/mail/delivery packages.

ATTENDANCE/ADMISSIONS

- Support the Admissions and Attendance Administrator in the undertaking of first day calling for absent children
- Ensure all late children are recorded in the Inventory system and Sims registers correctly and safely transitioned into class
- Support any children authorized to leave early to sign out on the Inventory system
- Support the senior leadership with the late collected children as an when necessary
- Collate evidence for nursery admissions, medical evidence for pupil absence requests/leavers/exam forms etc.



ADMINISTRATION / WELFARE

- Provide day to day administrative support to Welfare and First Aid team.
- Keep asthma register updated , add new children, ensure all permission forms etc. are given out and logged – check dates – contact parents to ensure Inhaler is up to date
- EpiPen register – add children - ensure Allergy Action Plan is provided for every child and handed to all relevant staff– log dates, forms, brand, quantity. If severe allergy arrange a chat with parents. Must check register regularly.
- Create an overview of children’s medical conditions for each class – snap shot of their conditions, medication and expiry – update regularly.
- Register all medication onto system, bag them and ensure labelling, side effects and dosage is correct
- Be aware of all DfE health policies – use this to make decisions and quote decisions made - liaise with Deputy Headteacher too.
- All care plans must be up to date, scanned onto system, and provided to relevant staff
- Liaise with Admissions and Attendance Administrator to create a folder of all contact numbers for each class
- Create a medical folder for SMSAs with all the health conditions and needs of pupils, must be updated
- Medical room requires a register of all health needs too
- Make sure all posters are up to date
- Ordering supplies – liaising with suppliers to ensure best deals – liaise with purchasing department
- Blue bags need to be checked – email classroom staff to ensure they are checking, create mini tag checklist and attach to bags.
- Liaise with all external teams, such as school nurse, immunisation team, dental, height weight and check, or a nursing team linked to a child with medical needs, help to arrange appointments, or whole school events, including class registers
- Arrange meeting with parents and teacher for clarity especially if new child
- Ensure each child has an asthma inhaler record book, print them, already created.
- A food allergy register for the kitchen staff, keep it updated.
- Assist with administrative duties as directed by the School Business Manager

SAFEGUARDING CHILDREN

- Display a commitment to the protection and safeguarding of children and young people in line with the ‘Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings’
- Report to the Headteacher or other Designated Leader any behaviour by colleagues or children which raises concern.

OTHER:

- To support the administrative team in the absence of other office staff
- To actively seek training to enhance the skills necessary to the role of Receptionist/Administrative Assistant
- Carry out other reasonable duties within the scope of the post as requested by the line manager/Headteacher



- Maintain high levels of confidentiality in dealing with the personal information of our pupils, staff and parents/carers
- Contribute to the development of the school's ethos, vision and values
- The post holder will be expected to carry out all duties in the context of, and in compliance with all the School's policies and procedures including our Equal Opportunities Policies and Staff Code of Conduct
- All the above duties are to be carried out in line with current Health & Safety legislation.

This job description will be reviewed annually and may be subject to amendment or modification at any time in consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation of the post holder's professional responsibilities and duties.

Revised January 2022

I can confirm my acceptance of the Job Description as outlined above.

Name: _____

Signed: _____

Date: _____

Receptionist /Administrative Assistant – Person Specification

Qualifications	Essential	Desirable
A good standard of general education (Maths and English to GCSE level)	x	
Excellent oral and written communication skills	x	
Experience		
Previous office/reception experience		x
Previous experience of working in a school or other academic environment		x
Good level of ICT Skills e.g. word processing, Excel, email, home texting and other office packages	x	



Experience of using SIMS		x
Skills and Personal Qualities		
Ability to work alone and as part of a team	x	
Ability to communicate well within the school and wider communities	x	
Good organisational skills	x	
Ability to deal confidently with enquiries from families and all other visitors and callers to the school	x	
Professional attitude and the flexibility to be able to work in a busy school environment	x	
Proactive in seeking solutions to problems	x	