


## Job Description

	<b>Service Area:</b>	<b>Location:</b>
	<b>School: Kingsbury Green Primary school</b>	<b>Section:</b>
	<b>Post Title: School Reception and Admin Officer</b>	<b>Grade: Scale 3</b>
	<b>Restricted: No</b>	<b>Post Number(s):</b>

### 1. PURPOSE OF JOB

- 1.1 To provide a professional, helpful and friendly “front of house” reception experience for all visitors to the school and school staff
- 1.2 To provide, under the instruction and guidance of senior staff, general administrative and communications support to teaching and administrative staff of the school.
- 1.3 To contribute to the overall ethos, work and aims of the school.

2. DIRECTLY RESPONSIBLE TO: *Head Teacher*

3. FUNCTIONALLY RESPONSIBLE TO: *HR Manager*

4. RESPONSIBLE FOR: Not applicable

### 5. PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES

- 5.1 Provide general clerical and administrative support to teaching and administrative staff, including photocopying, filing, faxing, emailing, and sorting and distributing mail.
- 5.2 Complete standard forms, respond to routine correspondence, and maintain manual and computerised records and management information systems.
- 5.3 Produce a range of data and information, for example, pupil data.
- 5.4 Undertake typing, word-processing, spreadsheets, databases and other IT-based tasks.
- 5.5 Take notes at, and produce records of, meetings
- 5.6 Carry out routine administration procedures including:
  - handling incoming and outgoing post;
  - maintaining and collating pupil reports;
  - maintaining stocks and supplies and distributing materials across the Authority;
  - general financial administration, e.g. processing orders for equipment and supplies;
  - arranging and/or undertaking, document production services.

- 5.7 Undertake communication with parents, carers and other stakeholders through the use of the website, social media, contribution to the newsletter and involvement with the Parent, friends and staff association
- 5.8 Undertake reception duties, including responding to general telephone and personal enquiries, and signing-in to schools premises of visitors.
- 5.9 Provide general advice on school organisation, policies and procedures to staff, pupils and others.
- 5.10 Assist with first-aid and welfare duties for pupils, including looking after sick pupils and liaising with parents and staff.
- 5.11 Assist with arrangements for school educational visits and events.
- 5.12 Participate in training and development activities and programmes, and attend and participate in meetings as required.
- 5.13 Appreciate and support the role of other professionals.
- 5.14 Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
  - child protection,
  - health, safety and security,
  - confidentiality, and  data protection.
- 5.15 Contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils.
- 5.16 Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.