

Job Description

	School: Kingsbury Green Primary school	Section:
	Post Title: School Receptionist and Admin Officer	Grade: Scale 3 Pt 14-17 £17,681- £18,672

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: *School Business 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, emailing, and sorting and distributing mail.
- 5.2 Undertake reception duties, including responding to general telephone and personal enquiries, and signing-in to school’s premises of visitors. Ensure all parent and visitor queries are dealt with in a friendly and welcoming manner so that parents and visitors leave the premises with a positive view of Kingsbury Green Primary School.
- 5.3 Ensure the school reception and waiting area is kept tidy and all communications displayed are relevant and updated.
- 5.4 Complete standard forms, respond to routine correspondence, and maintain manual and computerised records and management information systems; provide full admin support to the office team.
- 5.5 Produce a range of data and information from SIMS for example, pupil data, parental data, and any other staff requests including Tapestry.
- 5.6 Undertake typing, word-processing, spreadsheets, databases and other IT-based tasks.
- 5.7 Undertake all complex reprographic (i.e. scanning) requests ensuring deadlines are adhered to.
- 5.8 Carry out routine administration procedures including:

- handling incoming and outgoing post;
 - maintaining and collating pupil reports;
 - writing letters as requested and distributing where directed to do so
 - maintaining stocks and supplies and distributing materials across the School;
 - general financial administration, e.g. taking and processing uniform sales and ensuring correct procedure is adhered to for recording cash sales
 - arranging and/or undertaking, document production services.
- 5.9 Undertake communication through the use of the school website with parents, carers and other stakeholders through the use of the website, Parent Mail, social media, contribution to the newsletter.
- 5.10 Assist the Admissions and Data Officer with the administration of all new admissions to school ensuring all admissions procedures are followed to set up new starters with necessary school documentation to start school.
- 5.11 Ensure all communications from school are updated regularly on school communication boards and TV screen in Reception area.
- 5.12 Take responsibility for School “Home Alone” process and communicate information to relevant staff
- 5.13 Ensure all reprographic requirements for school assemblies and celebrations / certificates are met to set deadlines
- 5.14 Provide general advice on school organisation, policies and procedures to staff, pupils and others.
- 5.15 Ensure and set up provision for hospitality for staff training, conferences and any school event requested by members of the SLT, communicating requirements with site team and SBM where necessary.
- 5.16 Assist with first-aid and welfare duties for pupils, including looking after sick pupils and liaising with parents and staff.
- 5.17 Assist with arrangements for school educational visits and events.
- 5.18 Participate in training and development activities and programmes, and attend and participate in meetings as required.
- 5.19 Appreciate and support the role of other professionals.
- 5.20 Maintain a constant awareness of school activities, anticipate the needs of parents, visitors, staff and children and take the appropriate actions to support those needs.
- 5.21 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
 - GDPR and data protection.
- 5.22 Contribute to the school’s commitment to equality of access to opportunities to learn and develop for all pupils.

5.23 Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.