

JOB DESCRIPTION

POST: RECEPTIONIST/ADMINISTRATION ASSISTANT

RESPONSIBLE TO: HEADTEACHER/BUSINESS MANAGER/OFFICE MANAGER

SCALE: SCALE 1, SCP 1-2

**MAIN PURPOSE OF THE JOB:**

To provide a warm, welcoming and professional reception to all pupils, visitors, and staff.

To provide efficient and accurate administrative support to the school.

# **MAIN DUTIES & RESPONSIBILITIES:**

To undertake receptionist duties, e.g answering the telephone, gate intercom, dealing with face-to-face enquiries, signing visitors & pupils in and out, liaising with parents, contractors and other stakeholders.

To ensure the school safeguarding processes are followed.

To ensure the front office and reception area is kept clean, tidy and welcoming.

To monitor the school answermachine, emails and post and deal with accordingly.

To ensure registers are completed on ScholarPack each morning and afternoon and produce fire and lunch lists.

To telephone parents/carers if their child is absent without reason.

To liaise with the School Nurse and other health professionals, and assist with organising pupil vaccinations.

To produce lists, information and data as required, e.g awards lists.

To produce the half termly newsletter.

To administer the InVentry and fob system and produce new staff ID badges when required.

To undertake general clerical tasks as requested.

To send communications to families and staff via ScholarPack and letter.

To receive and check goods inwards and identify and report any discrepancies immediately.

To support the Office Team with producing and sending out school reports.

To collate visit packs for staff for school trips.

To organise the school photographer.

To undertake administration tasks as requested by the Senior Leadership Team.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post.

This job description may be subject to amendment to meet the needs of the school following appropriate consultation.