

## Job Description

<b>Title of post</b>	<i>Receptionist/Administrator</i>
<b>Salary</b>	<i>Band C/D SCP 3-6 £22,737 - £23,893 FTE; Actual Salary £17,985 - £18,899</i>
<b>Hours of work</b>	<i>35 hours per week (8.15-3.45pm Mon-Fri) term time only</i>
<b>Line manager and responsible for reviews</b>	<i>Business Manager</i>

### Purpose of the Post

- Be a part of the administrative processes within the school, under the guidance of the Senior Administrator, Business Manager and Senior Leadership Team.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

### Professional Responsibilities for all Associate Staff

- Work within the NSAT Conditions of Service
- Support and promote the ethos, policies and development plan of the Academy/Trust
- Take part in performance management procedures within the Academy/Trust
- Attend and contribute to appropriate professional development meetings and training activities
- Undertake whatever other duties might reasonably be requested by the Headteacher or Line Manager subject to appropriate competence and training

### Main Duties/Responsibilities

#### Reception

- To provide a warm welcome for parents, visitors and colleagues
- To answer the telephone in a friendly, professional and efficient manner and record and pass on messages as appropriate;
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitor's book, contractors log and Single Central Record (safeguarding log)
- To accept and sign for deliveries as appropriate
- To arrange meetings, visits and hospitality for visitors.

#### Administration

- Provide general clerical and admin support including photocopying, correspondence to parents and drafting letters for the Headteacher
- To distribute internal and external post and correspondence as appropriate, including checking and replying to/actioning the office@ emails.
- Arrange meetings
- Maintain manual and computerised records/management information systems; including data collection sheets
- Liaise with the Admissions/ SEND teams and other school Administrators as required re: in-year transfers, undertaking secure CTF (Common Transfer Forms) and CPOMS (safeguarding records) transfer from school to school
- Assist the Leadership Team with Administrative and Operational support as required

- Undertake typing, word processing and other ICT based skills.
- Ensure all school record keeping is kept in good order and in accordance with data protection requirements;
- Keep accurate records with regards to Free School Meals, Pupil Premium and Universal Infant Free School Meals
- Monitor the late arrival of pupils and maintain an accurate and up to date record.
- Liaise with outside agency visits including the School Nurse, immunisations and the Dental Health Team;
- Use Arbor and DOJO to send notifications and correspondence to parents and carers;
- Maintain stocks and supplies
- Facilitate the organisation and arrangements of school events/trips etc.
- Administration of school milk
- Administration of school photos, including assisting the photographer on the day.
- Administration of school house points system.
- Assist with marketing and promotion of the school
- Produce and distribute the weekly staff planner.
- Produce and distribute the school newsletter.

#### **Finance**

- Use the Trust's financial management system to record requisitions for purchasing.
- Management of ParentPay (if applicable) including helping parents set up accounts and management of debt
- Deal with suppliers to get quotations, resolve queries, deliveries etc
- To collect, record and issue receipts for monies as required including trips, milk money and breakfast club through Parentpay (if applicable)
- Ensure all cash is stored securely in school and banked in a timely manner
- Follow-up any outstanding income from Parentpay/parents in a timely manner, review with the Business Manager monthly (if applicable)
- To carry out all financial administration in accordance with the academies financial handbook and ensure good practice in procurement ensuring best value
- Maintain and update the school's asset register
- Assist parents with their applications for free school meals and full time Nursery places

#### **Welfare**

- To administer first aid to pupils as required, in keeping with the school's policy and order first aid supplies as necessary;
- To liaise with parents regarding pupils' sickness/injury;
- To assist with the general welfare of pupils

#### **Facilities/H&S**

- Liaise with the Site Staff for school maintenance and repairs and contractors visiting site.
- Liaise with the Site Staff and Business Manager for matters relating to Health and Safety.

#### **General Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
- To adhere to school health and safety policy including risk assessment and safety systems
- To adhere to school policy on equality and diversity
- To contribute to the overall ethos/aims of the school
- To appreciate and support the roles of other professionals
- Attend and participate in relevant meetings as required
- Participate in training opportunities and professional development as required
- Undertake similar clerical duties commensurate with the level of the post as required by the Headteacher



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