

Hawksbrook Lane, Beckenham, Kent, BR3 3FG

office@langley-primary.org.uk

020 8639 5300

Head Teacher: Mrs Sarah Kluzek

Job Description

Administration Assistant/Receptionist

Salary point: NJC Scale 2, SCP 3 (SCP 3-4)

Responsible to: Office Manager

Main Purpose of the Job:

This position plays a crucial role in ensuring the smooth operation of the school's front office. Administration Assistants are responsible for undertaking administrative and organisational duties, and maintaining a welcoming, professional atmosphere in the school.

Organisation

- Undertake reception duties, answer telephone and face to face enquiries and sign in visitors. Monitor and maintain the visitor log, ensuring safety protocols are followed.
- Contribute to the planning, development and organisation of support systems/procedures/policies.
- Assist with the recruitment process including arranging interviews and liaising with candidates, and processing recruitment checks (e.g. references, ID), and assist the Office Manager in HR related tasks.
- Assist with pupil first aid/welfare duties, liaising with parents/staff etc.
- Assist in arrangements for school trips, events, etc. including travel and accommodation, and set up payment arrangements for such trips and events in Bromcom.
- Liaise with managers, teaching staff and support staff, including site staff.

Administration

- Manage the office emails and respond where possible or forward to the relevant member of staff.
- Produce and respond to correspondence.
- Assist in the development and maintenance of record/information systems.
- Assist in the analysis and evaluation of data and produce reports/information as required.
- Undertake administrative procedures relating to registers and attendance.
- Maintain accurate medical records, allergy plans, HCP's and related medical data in Bromcom
- Produce the school newsletter
- Assist in the completion and submission of forms and returns.
- Liaise with and assist the PTA with the organisation of school events
- Assist in maintaining the school website
- Assist with ordering supplies and school equipment.

Part of IMPACT Multi Academy Trust

Registered Office: Langley Park School for Girls, Hawksbrook Lane, South Eden Park Road, Beckenham, Kent BR3 3BE

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Resources

- Be responsible for school stocks. Manage expenditure and stock ordering within the agreed budget. Undertake audit/stock takings as required
- Provide general advice and guidance to staff, pupils and visitors

General

- Take responsibility for personal development and maintain up to date skills in Microsoft Office packages (Word, Excel, Share point, Power point).
- Be aware of and comply with, policies and procedures relating to Safeguarding, health & safety and security /data protection, reporting all concerns to an appropriate person.
- Contribute to safeguarding the welfare of children in the school.
- Develop constructive relationships and communicate with all stakeholders including the PTA.
- Maintain the security of the school property in a way that is consistent with the school's procedures and legal requirements.
- Appreciate, respect and support the role of other professionals
- Take responsibility for own work, encourage and accept feedback from colleagues and managers and respond to or adapt to change as required
- Continue to learn and develop as a professional, attending relevant training to update knowledge and skills, enhancing qualifications
- Contribute to the overall ethos/work/aims of the school

Langley Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.