

**Place of work:** Parson Street Primary School

**Job grade/salary:** N6-N7

**Responsible to:** Assistant School Business Manager

**Job purpose:** Ensure that an efficient and effective reception service is provided to all visitors, staff and students and to provide administrative support to the school.

### **General Duties**

- To follow Amplify policies and procedures, especially those relating to child protection and health and safety;
- Contribute to the overall ethos, work and aims of the school;
- Appreciate and support the role of other professionals;
- Participate in training and other learning activities and CPD as required;
- Attend and participate in relevant meetings as required;
- To promote the inclusion and acceptance of all pupils (and staff);
- To encourage pupils to interact with others and enable activities led by the teacher/other relevant staff;
- Attending 5 days in service training (INSET) per year; (if appropriate)
- Any other related duties which may reasonably fall within the responsibilities of the post, as negotiated with the Leadership Team.

### **Office Receptionist/Administration Duties**

- Undertake reception duties, answering general telephone and face-to-face enquiries, and signing in visitors/late students.

- Be responsible for maintaining and developing the reception area, ensuring the visual displays best promote and communicate the activities and ethos of the academy.
- Deal with complex reception/visitor matters.
- Responsible for following security procedures when allowing access to visitors and denying access where appropriate.
- Communicate effectively with parents/carers by phone, face to face, email and text messaging systems and provide responsive support of their queries.
- Update and develop social media information including but not limited to twitter and school website
- Provide administrative support to include generation of correspondence and reports of a routine nature,
- Be accountable for providing a full administration service for the school to include after school club registers. Check deadlines for your own work and reprioritise workload accordingly.
- Responsible for the booking of transport for school trips when necessary
- Enter and retrieve data relating to pupils on Arbor and other software packages as directed.
- Undertake typing, word processing, and other IT-based tasks.
- To be accountable for managing and implementing admin support for Breakfast and After School clubs
- Monitor and maintain the signing in systems.
- Distribution of mail, both electronic and postal.
- Provide first aid assistance to staff, students and visitors as and when necessary and ensure all stock levels are reviewed and replenished on a monthly basis.
- Any other duties consistent with the post

### **General Information**

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act UK – confidentiality must be maintained at all times;

- The post holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required.

## **Part 2: Personal and Professional Conduct**

A member of staff is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct whilst working at Parson Street Primary School:

1. Members of staff are expected to maintain high standards of ethics and behaviour, within and outside school, by:
  - a) Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a member of staff' position having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
  - b) Showing tolerance of and respect for the rights of others
  - c) Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
  - d) Ensuring that personal beliefs are not expressed in ways which exploit students'/pupils' vulnerability or might lead them to break the law.
2. Members of staff must have proper and professional regard for the ethos, policies and practices of the school in which they work and maintain high standards in their own attendance and punctuality.

## **Fluency Duty**

This role has been identified as falling within the definition of requiring fluency in spoken English. You will be required to speak English with confidence and be able to conduct a conversation and answer questions for extended periods of time using technical language where required.

## **Review of Performance**

The Appraisal cycle will focus on the post holders' job as whole and particular responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.



### **Code of Conduct**

The school expects all staff to ensure that their standards of conduct are, at all times, compliant with the Parson Street Primary School Code of Conduct.

**Date of Job Description .....**

**Signed .....(School Office Receptionist/Administrator)**