



Job description: Receptionist Administrator

Location	Grampian Primary Academy
Contract term	Fixed Term - Maternity
Full time/term time	28 hours per week Monday & Tuesday 8.30 am – 5.00 pm, Wednesday, Thursday & Friday 8.30 am – 12.30 pm. (Term Time Only)
Pay range	NJC 5-6 (£25,583 - £25,989 FTE)
Reporting to	School Business Manager

Job purpose

To provide reception duties, general administration and first aid support to the school.

Main duties and responsibilities

Organisation

- Be the main point of contact for visitors to the school site.
- Undertake reception duties, answering general incoming and outgoing telephone calls and Face-to-face enquiries and signing in visitors.
- Manage the electronic signing-in system.
- Request DBS or ID information from visitors, ensuring safeguarding practices and procedures are followed at all times.
- Liaise with Parents/Carers regarding collection of pupils, first aid and other matters.
- Be responsible for pupil first aid/welfare, looking after sick pupils, liaising with parents/staff.
- Positively engage parents/carers, children and their families in ensuring that their children have regular and punctual attendance at school with a positive impact on children's learning and development.
- Administrative support for the lunch time meals provision/processes. This includes collating the pupil meal numbers/choices daily and sharing this information with the catering and lunchtime teams.
- Assisting with arrangements for visits by external visitors.
- To monitor attendance daily and contact parents of absent children. Share any attendance concerns with the Safeguarding Officer/Head Teacher/School Business Manager.
- Open, sort and distribute incoming mail and post outgoing mail.

Administration

- Provide general clerical/administrative support, eg. Photocopying, filing, typing of general correspondence.
- Maintain manual and computerised records/management information systems.
- Undertake typing and word processing and other IT based tasks.

- Sort and distribute mail.
- Identify pupil absence and lateness (by 9.30 am) and mark registers accordingly.
- Process electronic payments from pupils and parents/carers relating to school dinners, school visits, uniform sales and photographs
- Replenish parent information in the Reception area.

Resources

- Operate relevant equipment/ICT packages, eg. Word, Excel, databases and emails
- Maintain deliveries, stock and supplies, cataloguing and distributing as required.
- Provide general clerical support.
- Monitor stationery cupboard (including paper, photo-copier consumables etc.) and first aid stock, liaise with the School Business Manager if stocks are running low and place purchase orders for these when required.
- Check incoming deliveries and arrange for distribution and storage.

RESPONSIBILITIES:

- No direct line management responsibilities,
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities to all.
- Contribute to overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, as required.
- Participate in training and other learning activities and performance development as required.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: Receptionist Administrator

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
NVQ Level 2 or Equivalent	✓	
First Aid Qualification		✓

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Administrative/Organisational Skills	✓	
Experience of working in a school environment		✓
Relevant experience of working in administration	✓	
Experience and ability to use current IT applications effectively including Microsoft office and web-based systems, including email	✓	

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.	✓	
Ability to work within a team	✓	
Ability to communicate effectively with students, staff, parents/carers, visitors and other stakeholders.	✓	
Ability to remain calm and professional under pressure	✓	