



**JOB TITLE:** Receptionist & Administration Assistant

**HOURS OF WORK:** 37.5 hours per week (08:00 – 16:00) over 5 days, term-time, 40 weeks per year (Term Time + one week in the summer holiday)

**GRADE/SCALE POINT:** Grade C, scale point 5 (5-7) Actual Salary £22,858 – £23,591 (£25,583.00 - £26,403 Full Time Equivalent).

**CONTRACT TYPE:** Permanent

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## 1. RECEPTION RESPONSIBILITIES

- To welcome visitors in a professional and hospitable manner, ensuring signing-in procedures are followed
  - Ensure that all visitors to the school including contractors use the sign in app. and are given the correct coloured lanyard; following the school safeguarding and visitor policies
  - Remind staff members as they come in to also sign in, and out when leaving the building
- To receive and prioritise incoming telephone calls and deal with them appropriately including recording and distributing messages as required, ensuring that all messages are distributed in a timely manner
  - To establish if the call is urgent enough for the class to be interrupted, if not to take a message and deliver all messages to classes during an appropriate time
  - To establish if an email to the main school email address needs to be forwarded and if not, in case of promotional or sales material, to unsubscribe and delete
- To ensure appropriate standards of tidiness and order in the reception area so as to project a professional and welcoming environment for parents, pupils and visitors to the school
  - To ask site to remove boxes from the reception area
  - To keep reception desk and surrounding areas clear from clutter, and not to consume food at the front desk
- To sort and distribute incoming post and prepare and stamp outgoing mail, record incoming goods and provide assistance with stock control
  - Sort mail and establish which is junk and unsolicited marketing mail and dispose of these before distributing
  - To record all deliveries using the delivery option on Bromcom, and notify finance team if a PO has not been raised
  - To check and place orders for stationery as necessary and to distribute to classes when appropriate. Stationery items should be kept in a locked cabinet to ensure accurate stock levels are maintained.

## 2. ADMINISTRATIVE RESPONSIBILITIES

- To provide administrative and secretarial support in such areas as word-processing, correspondence, reports and publications, updating and extracting computer information, photocopying and filing
  - To compose the weekly Friday Flyer and that it is emailed to all staff, parents and governors and uploaded onto the school website.
  - Monitor the Every system for admin messages and assign them as necessary. Resolve which ones you can and close the case once done.
- To update Bromcom and other school records ensuring all files remain up-to-date and in accordance with GDPR legislative requirements and to participate in maintaining back-up systems. Also to input data into Bromcom records for pupils and staff and to maintain these records.
- To undertake associated personnel administration – issuing staff ID badges & access fobs and collecting copies of visitor photo ID for the School Central Record (SCR) where necessary and ensure confidentiality with such information.
- To undertake the necessary administration associated with the school's intake of new pupils and pupils leaving the school, ensuring records are forwarded appropriately. To maintain pupil records appropriately ensuring confidentiality with such records.
- To ensure the provision of administrative support in respect of registers and absences, lettings diary, school meals, school events and outings
  - To check morning attendance and the call parent/carer where there is an "N" mark. Once reason for absence has been established, to edit the mark and include the reason and log any associated concerns on CPOMS.
  - To provide administration for lettings, coordinating dates and times and letting finance know details in order to produce an invoice and site know in order to arrange opening and closing
  - School meals will be booked in class by TAs in the morning, adding their own to ParentPay. Liaise with finance regarding Riverside regarding school meals
  - To scan journey plans and save them in the appropriate place daily
- To support the school's wider administrative function by placing weekly ASDA order, organising stationery stock control and WOW points
  - Ensure class ASDA orders are authorised by the Head Teacher, book Tuesday am delivery slot and ensure checkout is completed in time.
  - Checking stock levels and raising a purchase requisition as required.
  - Ordering Wow points as necessary using the WOW PO on Amazon.
- To manage conference room bookings using the outlook booking system.
  - To use Outlook room booking system for external agency room bookings such as NHS, SALT, etc. All other bookings must be booked by the person requesting the room.
- To be responsible for the administration and Bromcom records of free school meals, including reconciliation to PCC monthly reports reports to ensure data accuracy and saving reports in monthly files.
- To be responsible for the administration of Bursary Claims
  - Sending appropriate paperwork from PCC to eligible pupils in June/July and chasing the return of paperwork from parents to send to PCC before the end of the summer term.
  - Checking bursary claims on a monthly basis. Checking attendance and behaviour for authorisation by Head of Post 16 and returning the confirmed bursary return monthly to PCC and saving reports in monthly files.

### 3. GENERAL

- To undertake other duties appropriate to the post as required
- To be responsible for your own continuing self-development and participate in meetings, supervision and training as required
- To develop an understanding of school policies and procedures, complying with their contents and raising concerns in a timely manner. This will be in relation to:
  - ✓ Health & Safety
  - ✓ Child Protection & Safeguarding
  - ✓ Data Protection & GDPR
- To be committed to the school's ethos and values and to demonstrate this commitment in the way duties are carried out
- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the school's pupils at all times
- To maintain confidentiality at all times in respect of School matters and to prevent disclosure of confidential and sensitive information
- To participate in new initiatives and future changes in service delivery improvements
- To seek, consider and act upon professional support and advice as required

***This job description outlines the duties required for the time being of this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exhaustive list and duties may be varied from time to time, which does not change the general character of the job or the level of responsibility.***