

## Job Description

Job Title:	School Office Receptionist / Administrator
Responsible to:	Office Manager / Cover Supervisor
Working Hours:	Term Time + 5 training days – 30 hours per week Permanent
Pay Range:	2BS point 4-6
Date Prepared:	May 2024

### **JOB PURPOSE:**

- To deliver an efficient and professional Reception service and be the first point of contact for visitors to the school and telephone callers
- To provide effective administrative support for St John's School

### **MAIN DUTIES AND RESPONSIBILITIES:**

#### **Reception / Administrator support for the Main Office:**

- Undertake reception and hospitality duties, i.e Visitor fobs, complying to security and safeguarding requirements, maintaining minibus booking diary. Taking concise messages from telephone callers, responding to enquiries from education staff, heads of school, professionals from other agencies, voluntary organisations and parents.
- Maintain and update the school outlook calendar
- Assist with arrangements for visits to the school by families, dental team, immunization team, hearing team, photographer etc.
- Meeting room bookings and ensuring the room is set up with adequate refreshments and facilities as required.
- Open, sort and distribute post, including responsibility for posting all mail daily
- Receive and distribute parcels
- Manage the school office email daily ensuring correspondence is of a high standard
- Provide general administrative support for SLT and Designated Safeguarding Lead with typing and spreadsheet/database entry, Word and Excel,
- Use the SIMS Management Information System and other databases as directed by the Office Manager/Cover Supervisor, inputting data and producing reports as required by the Heads of School
- Take responsibility for ensuring the registers and attendance data is maintained to include 1<sup>st</sup> day contact, calls to parents and informing SLT and other agencies
- Take minutes of professionals' meetings as required
- Complete general administrative tasks including but not limited to creating accurate transport sheets weekly and administration of the school lettings

- Input accident forms into AssetNet as required and report any site defects highlighted to Site/SLT
- Establish and organise filing systems and to ensure that filing is up to date. To assemble files and submit relevant data from files where necessary. Updating electronic pupil files on SharePoint. Ensuring pupil files are archived as necessary.
- Order stationery, maintaining adequate stocks and best value

**B Professional Development:**

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other members of the admin team
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other members of the admin team
- Undertake training and professional development to ensure progression in the development of the work within the responsibility of this job description

**D Contribute to the general policies and practices of the Academy:**

- Contribute as required to the development, implementation and evaluation of St John's School policies, practices and procedures in such a way as to support the values and vision of St John's School
- Promote the health, safety and well-being of pupils and colleagues
- Know how to identify potential child abuse or neglect and follow safeguarding procedures
- Ensure the development and progression of equality within the sphere of responsibility of this job description and the fair and equal treatment of all pupils, parents/carers, staff, other personnel in St John's School or working with St John's School
- Undertake any other duties and responsibilities which are consistent with the grade and expertise required of the post holder as may be required from time to time

St John's School is committed to Safeguarding, Prevent, the welfare of pupils and ensuring equality of opportunity for all pupils, staff, parents and carers; irrespective of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, belief, sex or sexual orientation and expects staff to share that commitment. The post is subject to satisfactory references, enhanced DBS & health clearance.