**The Federation of Our Lady Queen of Martyrs, Esh Winning**

**& St Joseph’s, Ushaw Moor RC Primary Schools**

** **

*Living, loving and learning together, with our eyes focused on Jesus.*

**Job Description**

**Receptionist & Administrative Assistant**

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| **Scale** | **Grade 3, Spinal Point 4-6, £18,426-£19,171 pro rata term time only** |
| **Hours** | **37 hours per week (Mon-Thur 8:30am-4:30pm, Fri 8:30am-4pm)** |
| **Post Title** | **Receptionist & Administrative Assistant** |
| **Responsible to** | **Head Teacher** |

**Main Purpose of the Job**

Responsible for ensuring the provision of effective secretarial, administrative and clerical support service to facilitate the day to day running of the school office, including the finance and budget control system.

**Key Duties**

* Responsible for being the first point of contact for the Head Teacher, welcoming visitors and parents to the school and answering telephone calls, post etc including responsibility for managing the school administration office.
* Operate SIMS and FMS systems.
* Prepare and complete the documentation and returns in relation to administration and registration procedures and transfers to secondary education including, but not exclusively, common transfer procedures, weekly and monthly electronic registration, returns including the monitoring and reporting of unauthorised absences, staff attendance and absences.
* Access monthly Oracle reports. Supports the Head Teacher in working towards FMSIS standard and maintain procedures and documentation thereafter. Including but not exclusively, petty cash records and claims on, free school meal entitlement.
* Responsible for liaising with kitchen staff, lunchtime supervisory assistants, caretakers and cleaners including the reporting of and monitoring repairs to fabric and equipment.
* Liaise with all feeder and other primary schools when children transfer including common transfer and transfer of schools records including the preparation of year 6 transition to ensure a smooth transfer of pupils to the school.
* Responsible for the production of minutes for staff meetings and briefings and taking minutes in special circumstances to ensure full records are kept of all such meetings.
* Responsible for ensuring all database systems used within the schools are kept up to date and current to ensure contact can be made when necessary with all members of staff and pupils.
* Manage, distribute and check yearly indemnity forms, following up any none returns.
* Responsible for maintenance of stock / asset registers for the schools and manage annual stock checks.
* Responsible for the collection of monies from pupils in relation to dinner money and school visits etc and to facilitate the banking of such monies.
* Oversee children’s illnesses and accidents, inform parents and staff as appropriate, ensure that records are kept.
* Responsible for ensuring all necessary administrative tasks are covered and carried out to ensure the smooth running of the school and all authority processes and procedures are followed.
* To attend any training course relevant to the post, ensuring continuing personal and professional development.
* Role requires independent working and working with a team.
* Ability to present oneself as a role model in speech, dress, behaviour and attitude.
* Provide appropriate help throughout the day including break and lunch time monitoring and pre/post school activities as necessary.
* Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
* Maintain accident records as required.
* The post holder may undertake any other duties that are commensurate with the post.
* The post holder has common duties and responsibilities in the area of:
  + Quality assurance, communication, professional practice, health and safety, general management, financial management, appraisal, equality and diversity.

**Head Teacher:**

**Post Holder:**

**Date:**