

## **JOB DESCRIPTION Administrative Assistant/Receptionist Apprentice**

### **Job Purpose**

To carry out the professional duties of an Administrator and Receptionist as circumstances may require and in accordance with the school's policies under the direction of the School Business Manager (SBM) and headteacher.

### **The Ideal Candidate:**

The ideal candidate will be highly flexible and be able to develop excellent relationships with all stakeholders. They will maintain and develop very good organisational systems and understand how their role fits into that of the whole school.

### **Duties:**

1. Receptionist
2. Administrative Assistant
3. School Admissions
4. Children's Welfare
5. First Aid

### **Responsible to:**

SBM

### **Qualifications:**

English and maths GCSE

Qualifications or desire to learn ICT packages, including Excel, Outlook and Word

First Aid Certificate

### **Areas of Responsibility and Key Tasks**

#### **Strategic Direction and School Development**

- To uphold and support the school vision, values and aims and to abide by agreed professional behaviours and attitudes
- To create a welcoming environment in the office by knowing children, staff, parents and volunteers by name
- To contribute to the development of the school

#### **Key Responsibilities and Duties**

##### **a) Attitudes and Dispositions**

- Work flexibly and efficiently as part of a team and liaise closely with other team members

*All children will achieve their full potential, with holistic support, whilst they enjoy, own and drive their learning, gaining self-respect, self-esteem and self-belief.*

- Respect confidentiality
- Always maintain a calm, positive and professional approach when dealing with visitors and telephone enquiries
- Maintain a tidy and organised office environment conducive to efficient working practices
- Attend training, courses and meetings as necessary and participate fully in Appraisal processes

**b) Receptionist Duties**

- To ensure all visitors and parents are welcome to the school and that they comply with WNA safeguarding and security procedures
- Be an initial point of contact for enquiries in person or by telephone
- Advise parents, staff, pupils etc. on administrative procedures and on appropriate sources of help / information
- Pass on messages quickly, clearly and efficiently using the agreed WNA format
- Ensure that Receptionist duties are covered during any periods you need to leave the office

**c) Administrative Duties**

- Assist the School Business Manager (SBM) in compiling records and reports
- Ensure parents and carers are aware of procedures for claiming free school meals
- Support with dinner money payments and process relevant free school meal data under the direction of the SBM
- Process documents using Word and Excel and input data into Scholar Pack under direction of the SBM
- Maintain filing systems to provide immediate retrieval of information
- Provide administrative support for members of the headteacher and other staff (E.g. typing letters, laminating, photocopying, shredding)
- Undertake administrative tasks, including maintenance of computer records, relating to personnel matters, recognising and maintaining the confidentiality of this area of work
- Provide visitor refreshments as requested by any member of the school
- Under the direction of the SBM co-ordinate the school diary and liaise with colleagues, volunteers and parents
- Ensure that Scholar Pack is updated regularly with accurate information on members of staff, children and their families, recognising and maintaining the confidentiality of this area of work
- and report on this regularly to the SBM
- Collate and distribute the weekly newsletter

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- Any other duties within the scope of this function as directed by the headteacher and/or SBM

**d) School Admissions**

- Undertake administrative procedures relating to the school roll, admissions and withdrawals
- To use School 2 School to effectively and efficiently receive and pass on children's records within the legal requirement
- Ensure the accurate completion of statistical calculations on pupil numbers, transfers and admissions etc. for the purpose of PLASC and any other returns
- to the DfE under the direction of the SBM

**e) Children's Welfare**

- Compile details of children on roll in accordance with Health Officer requirements and arrange medical inspections in accordance with procedure

**f) First Aid**

- Be responsible for providing first aid to children and staff in the absence of colleagues

**g) Other duties**

- Prioritise and cover key tasks and duties in the absence of any member of the Administrative Team
- Take notes at meetings, as requested by the headteacher recognising and maintaining the confidentiality of this area of work

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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