

	New Christ Church Primary School – Job Description Receptionist
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Responsible to: Operations Manager

Status: Permanent

Grade: RG3 SCP 5

Hours of Work: 37.5 hours per week between 8.30am - 4.30pm/ 43.6 weeks term time only

Holiday: School Holidays

Job Purpose: to provide general administrative support to the school, ensure the effective and efficient running of the school office; maintain school management information systems and be first point of contact for parents and visitors to the school.

Range of Duties:

- **General Office Reception/Administration**
- **First Aid appointed person**

Main Duties:

Administration:

- Ensure that Reception duties are covered throughout the school day.
- Act as first point of contact within the school, answering the telephone, responding to emails, filtering enquiries as appropriate. Taking of and passing on messages to appropriate staff.
- Check and maintain accurate registers and complete first day responses by 9.30am. Record late arrivals and amend registers as appropriate.
- Make calls to parents to determine reasons for absence.
- Print pupil meal list from Cypad and liaise daily with kitchen staff regarding school lunches.
- Preparation and distribution of letters and school news (e.g. updating noticeboards)
- Working with the Administration Assistant to organise trips; obtaining quotes, liaising with venues and monitoring pupil numbers and payments.
- Send out all T2P/E2P text/email correspondence/letters etc to parents as required.
- Check Parent Communications spreadsheet regularly to ensure all tasks are completed on time
- Filter emails and take any relevant action where necessary and/or forward on to relevant staff
- Operate an efficient filing and retrieval system for documents and letters
- Ensuring leavers pupil files are transferred to other schools, including confidential files e.g. Y6 transition, in-year transfers.
- Maintain computer based records using Arbor, EXCEL etc
- Update school calendar.
- Receive deliveries in line with school procedure – opening, checking, signing and distributing

First Aid:

- Act as appointed First Aider, under Health and Safety requirements
- Administer a basic level of care to pupils including administering prescribed medicines that have been authorised by parents.
- Arranging care of sick children and inform parents or emergency contacts as appropriate.
- To ensure that accidents are entered into the accident book and that entries are brought to the attention of the Headteacher and recorded on CPOMS.

General:

- Actively support the Vision Statement and ethos of the school

- Maintain confidentiality and security of information at all times and ensure all members of the team comply with school policy.
- Follow all the schools policies and procedures, particularly child protection, health and safety, confidentiality, and data protection
- Be aware of and support difference and ensure equal opportunities for all
- Appreciate and support the role of other professionals
- Communicate with students
- Participate in relevant meetings and training and other learning activities and performance development as required; attend INSET for Child Protection and First Aid.
- The post holder is expected to carry out any other related duties that are within the skills and abilities, commensurate with the posts banding and whenever reasonably instructed.

Signed		Date	
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March 2024