

Diocese of Nottingham

The Priory Catholic Voluntary Academy

Part of the Saint Ralph Sherwin Catholic Multi Academy Trust



Raglan Street, Eastwood,
Nottingham, NG16 3GT

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www.priorycatholicschool.co.uk

Headteacher: Mr Anthony Harrison MA

SCHOOL OFFICE RECEPTIONIST JOB DESCRIPTION

Role

To provide clerical, secretarial, administrative and financial support to the Headteacher and school; including the administration of school meal, uniforms, school trips, the use of Wrap Around Care Clubs and milk provision payments made by parents using the school's electronic payment system.

Main Purposes

1. To aid in the smooth running of the school office
2. Operate the school's payment procedures in accordance with policy guidelines
3. Manage and maintain our school management system which incorporates personnel records, attendance and transfer data, assessment data and information about pupils
4. Communicate and deal with parents, children, staff and visitors in a polite, professional and efficient manner
5. Produce letters, reports and other documents as required
6. Manage the school diary
7. Undertake any reasonable duties as directed by the Headteacher.

Main Responsibilities

- To be responsible for parent's payment accounts – the administration of these using an electronic payment system
- Prepare and record attendance electronically – including the upkeep of school meal and Wrap Around Care registers
- To operate the school telephone system, dealing with callers in a manner which reflects the positive and approachable ethos of the school when office manager is unavailable
- To undertake reception duties, welcoming visitors in a manner which reflects the school's ethos, and handling enquiries appropriately
- To ensure that the correct quantities of resources are ordered and delivered to school, payment made and liaison with the academy trust and related parties in school

- To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines
- Liaise with the school kitchen staff to inform them of total daily/weekly meals ordered
- Miscellaneous duties: Such duties of a similar nature as all above as the Headteacher may reasonably require.

CHILD PROTECTION

To have due regard for safeguarding; promoting the welfare of children and young people, and to follow the child protection procedures adopted by the school's safeguarding policy.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.