

<b>Job description</b>
<b>Purpose of role</b>
<b>Responsible for effective and efficient clerical and welfare support to school</b>
<b>Reports to: Executive Headteacher/School Business Professional</b>
<b>Responsibilities</b>
<p><b><u>Key Duties:</u></b></p> <p><b>Reception duties including:</b></p> <ul style="list-style-type: none"><li>• Be the first point of contact for the school, responding to telephone and face-to-face enquiries, taking messages if needed</li><li>• Liaising with parents, staff, governors</li><li>• Ensure school security is complied with, including signing in and issuing of visitors' badges</li><li>• Accept, sign for and check deliveries</li><li>• Provide hospitality for visitors to school</li></ul> <p><b>Clerical responsibilities including:</b></p> <ul style="list-style-type: none"><li>• Be responsible for manual and computerised (Bromcom) pupil data, daily registers and attendance records</li><li>• Compiling, sending, replying and forwarding school emails</li><li>• Setting up and use of school text and emailing system to liaise with staff, parents and friends of school</li><li>• Preparation of packs and admission forms for new parents</li><li>• Provide general clerical support, including filing and photocopying, for SLT</li><li>• Undertake word processing as needed</li><li>• Update documents as requested</li><li>• Liaise with the Office Manager</li></ul> <p><b>To ensure the welfare of pupils including:</b></p> <ul style="list-style-type: none"><li>• Liaise with parents and staff regarding pupils' sickness/injury</li><li>• Support general welfare of pupils</li><li>• Assist with visits by school nursing team</li></ul> <p><b>General responsibilities include:</b></p> <ul style="list-style-type: none"><li>• Comply with duties in accordance with school's policies</li><li>• Participate in performance management</li><li>• Maintain confidentiality at all times</li></ul>
<b>David Bertwistle</b> <b>Executive Headteacher</b> <b>Updated September 2024</b>