



St Laurence School Job Description

Title of Post:	Student Receptionist and General Admin Assistant
Grade:	NJC Scale Range SCP 6-8
Contract Terms:	NJC Terms and Conditions SLS Generic job description for all support staff 37.5 hours per week over 5 days (8am-4pm with a 30-minute unpaid lunch break), 39 weeks per year (term time only)
Fundamental Task:	Being the first point of contact for pupils. Assisting with general administration tasks as required and triage for students presenting to the First Aid room.

Relationships:	The postholder is responsible to:- <ul style="list-style-type: none">• Reception Team Supervisor• Heads of House for additional administration support• The Director of Finance & Operations (DFO) in all contract matters
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Professional interaction with colleagues and parents is expected in order to maintain productive relationships and promote mutual understanding.

Staff are entitled to expect courtesy and respect from students and are expected to work towards a constructive and harmonious relationship with them.

Main Duties:	Student Reception: <ul style="list-style-type: none">• Act as the first point of contact for students during the school day, including First Aid• Be responsible for ensuring students sign in and out in line with school policy• Maintain accurate records on the school's attendance system of students signing in and out• Monitor "Time Out" students and record on SLS systems when necessary• Manage lost property and distribute named lost property to students• Maintain records of confiscated items• Use the Cashless Catering system to issue lunch vouchers and reissue pin numbers• Issue lunch lends where agreed with Head of House• Regularly liaise with staff in the house base, on main reception and in the admin office• Maintain awareness of school arrangements that may have an impact on students such as room changes, briefing arrangements• To be aware of and observe relevant Whole School Policies and procedures
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	School Uniform: <ul style="list-style-type: none">• Liaise with the school's uniform suppliers with regard to deliveries and parental queries• Co-ordinate appointments for school uniform sizing• Distribute school uniform delivered to school, including a specified day ahead of the start of the academic year to sort and distribute uniform to new starters• Manage the stock of spare uniform• Issue and record the allocation of spare uniform to students not meeting expected standards
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First Aid Provision:

- Act as the first point of contact for students presenting with first aid requirements
- Triage the need for first aid and respond accordingly
- Maintain accurate records of students presenting for first aid
- Call on other qualified first aiders according to the First Aid Responders' Rota for any issues more than routine
- Regularly liaise with the admin assistant with responsibility for the Medical Room

Administration:

- Distribute letters/communications/messages via tutor trays and liaise with issuing staff as appropriate
- Assist with the distribution of tutor trays during tutorial and maintain a record of non-collection to enable appropriate follow up
- Update notice boards in student reception area with relevant information
- Create posters for 'Thought of the Week'
- Assist with the administrative arrangements for Tutor/Parents' evenings
- Assist with maintaining student records/filing in the house storage systems
- Arrange guides for student/parent tours
- Maintain an up to date list of locker users and hold spare keys
- Manage the collection of locker keys ready for re-allocation to new key holders
- Organise the distribution of new student planners to House Teams at the start of the academic year
- Prepare St Laurence Reads tutor boxes and oversee their daily return and storage
- Assist with other administration tasks as directed by Reception Team Supervisor or Heads of House
- Support with Main reception for absence cover where necessary as directed by Reception Team Supervisor

Decision Making The jobholder has no direct decision making responsibility but is responsible for adherence to Whole School and Departmental policies.

Resources The jobholder is accountable for the accurate handling of information received from students.

Working Environment The work must be completed methodically and to deadlines and the programme of work. There will be a high level of interaction with students and outside agencies. Contact with students/parents is about routine matters. Extensive use of Display Screen Equipment

Knowledge & Skills The jobholder must have the ability to undertake a range of tasks involving the interaction with all School stakeholders.

For all staff - You have specific responsibilities under Health and Safety / Safeguarding legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.
- Report any safeguarding concerns to a senior member of staff.
- Attend safeguarding training as requested.

- Notes: The jobholder must have the ability to undertake a range of tasks involving the Interaction with all School stakeholders.
- a) The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by NJC Conditions of Service, Section 3, paragraph 35).
 - b) In line with school policy, all job descriptions are subject to review each year, to support professional development of the postholder and to ensure that the role meets the challenging needs of the school