

Job Description: Receptionist/Admin Assistant

Line Manager: Senior Administration Officer
Barnet Broad Band, Spinal Column Point 9
Full time 36 hours, term-time only plus one week

Main Purpose of Job

To work as part of the administrative team in supporting the Senior Administration Officer and the school in attaining its aims and objectives by providing secretarial support to the leadership team and teaching staff. Working in close liaison with the leadership team, other admin staff and front of house with parents and children.

Reception

- Monitor the entry of all persons/visitors to the school at the main entrance.
- Greet all visitors in a warm and welcoming manner, dealing with all enquiries as appropriate or referring queries to the relevant person.
- Ensure that an appropriate form of identification has been given to all parents/visitors/supply staff in line with safeguarding policies and apply for DBS as and when required.
- Answer the telephone/answerphone and direct calls accordingly
- Answer all emails in a timely manner
- Ensure accurate attendance data is recorded each day using SIMS.
- Ensure a register is kept of pupils arriving or leaving the building outside normal registration periods.
- Receive changes of details from parents and pupils and pass to the appropriate personnel, updating SIMS where necessary.
- Assist the School by maintaining good relationships with staff, parents, governors, contractor's representatives and external agencies in order to promote the objectives of the School.
- Open, sort, log and distribute incoming mail.

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- Any other duties relevant to the post as requested by the Senior Administration Officer, Headteacher or SLT.

Support for the whole school

- Log and manage medical incidents and staff training on SIMS.
- Manage all stationery purchase orders.
- Prepare and distribute the School's weekly newsletter and bulletin to parents, staff and governors.
- Arrange Year group trips, events, workshops, sporting activities etc including booking transport, venues, letters to parents and collecting payment via SimsPay, ensuring appropriate permissions have been obtained and risk assessments approved.
- Organising all School educational visits, including security, transportation, budgeting and monitoring and chasing parent contributions.
- Amend and update the school website and other social media platforms.
- Arrange school photography and manage logistics on the day.
- Update files and folders on a regular basis, ensuring secure storage of confidential documents in accordance with retention of document information guidance.
- Complete miscellaneous duties with regard to school functions/concerts, including sending out invitations, tickets and the sale of such to pupils, parents and visitors.
- Other aspects of this post may vary from time to time, as required by the Headteacher, or other delegated persons of responsibility without changing their general character or the level of responsibility entailed.

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General support and other duties

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate effectively with the whole school community.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be mindful and supportive of the values of the school and contribute to the overall ethos and aims of the school.
- Be aware of and comply with policies and procedures relating to Child Protection, Health & Safety, Confidentiality and Data Protection, reporting all concerns to an appropriate person.
- To participate in the appraisal process and to engage with professional development (CPD) and other forms of training and support.
- To liaise with other local schools/SIMS user groups to keep up to date.
- Maintain school pupil databases to ensure accurate information is available to carry out the school Census as required.
- Carry out the year-end procedures on SIMS.
- Carry out new year procedures on SIMS to enable allocation of children into new classes
- Ad hoc leavers administration including liaising with new school, sending of electronic files , CAF referrals to the local authority and liaison with the Educational Welfare Officer and Inclusion Manager where necessary, sending paper files securely through the postal system and updating SIMS.

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- To deputise for absent colleagues as part of the school office team and under the direction of the Headteacher.
- Other aspects of this post may vary from time to time, as required by the Headteacher or other delegated persons of responsibility without changing their general character or the level of responsibility entailed.