

Sitwell Infant School



Job Description

Post title:	Receptionist/Administrative Assistant
Grade:	Band D (SCP 5), 28.75 hours – 8.30 – 3.15pm Monday – Friday
Responsible to:	School Business Manager & Headteacher

Main Purpose

The Receptionist/Administrative Assistant will act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision, and ethos of the school in all interactions. They will also be responsible for supporting with a range of administrative and organisational processes within the school.

The Receptionist/Admin Assistant will also implement the schools Attendance & Absence Policy, working with the Headteacher to monitor and address trends in attendance and absence data, producing reports for the Senior Leadership Team and Governors each term.

Duties and Responsibilities

Reception

- Act as the first point of contact for parents and visitors arriving at the school.
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner.
- Seek support from other colleagues where necessary to respond to complex enquiries.
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary.
- Assist staff and pupils with the information and support they need.

General Administration

- Manage and organise completed forms from parents.
- Organise and distribute incoming and outgoing post.
- Provide administrative support to staff as needed.
- Assist with checking and distribution of stock.
- Carry out filing, printing, laminating and photocopying. Maintain the operation of the printer and photocopier to ensure it is ready to use at all times, resolving any issues as necessary.
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and resources.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Coordinate child vaccinations, school nurse and school individual and class photographs.

- Organise transport for educational visits throughout the year.
- Operate the school's computer systems for recording and retrieving purposes, including the production of spreadsheets, inventories, databases, accounts and other information as required.
- Complete and submit Census Returns and statistical and other returns, as necessary.
- Manage the lost property.
- Prepare and update the school's inventory with new equipment and removals.
- To requisition supplies, and to check and record deliveries of supplies to the school.
- Organise and oversee the allocation of after school provision.

Administration of Pupil Records

- To maintain attendance registers on a daily basis and telephone parents of absentees on the first day of absence if the school has not been notified of a reason for absence.
- To liaise with the School Business Manager/Headteacher for pupils with persistent absence.
- Organise and maintain filing systems for pupil records.
- Ensure electronic records of pupil contact details are up to date at all times.
- To prepare organisational lists of pupils.
- To maintain records of free school meal eligibility and liaise with the Benefits Office.

Attendance Administration

- Understand and implement the school Attendance & Absence Policy.
- Send out general attendance communications about attendance and handle queries.
- Work on initiatives to raise awareness of the importance of good attendance amongst the school community.
- Analyse school attendance and absence data to identify trends, areas of concern and areas for development.
- Create a termly report for the Senior Leadership Team and Governing Board outlining attendance rates and trends.
- Keep accurate and clear records of all actions taken around attendance.
- Keep up to date records of unexplained absence and follow up actions.
- Process term time leave of absence requests and follow the LA procedures, where necessary.
- Be vigilant as to where absence or poor punctuality could be indicative of safeguarding concerns; work closely with DSL to engage these families.

Security

- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures.
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures.

Written Communication

- Write and send email responses that are professional and uphold the school's vision and values.

- Update and distribute online and offline communications, e.g. letters, newsletters, school website.
- Assist with marketing and promoting the school.

Other areas of responsibility

- Read and follow the relevant school policies.
- Undertake basic first aid and child protection training and other training required to develop in the role.
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy.
- Contribute to the safety of children and young people and protect them from harm.
- Administer first aid/medicines to children whenever necessary.
- Regularly check first aid equipment and ensure stock is replenished where necessary.
- Help with any dinner issues arising.
- Other administrative and support duties as and when required.