



# Job Title: Receptionist/Admin Assistant

*Job Description / Person Specification*



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## Job Description

**Job Title** Receptionist/Administrative Assistant

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**Location** Whitley Park Primary and Nursery School

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**Grade/Salary Range** RG3 5-7

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### Job Purpose

At Whitley Park, all staff make the education of pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. Staff act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up to date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

### Designation of Post and Position within School Structure

The office receptionist/administrative assistant is under the guidance of the Clerical Officer and responsible to the Business Manager.

### Main Duties and Responsibilities

1. To work confidentially at all times and in line with all data protection, GDPR and retention guidelines
2. Undertake reception duties answering routine telephone and face to face enquiries
3. Welcoming and signing in visitors, parents, carers, volunteers and visiting professionals
4. To organise, coordinate and schedule a variety of activities to assist a number of staff members at the school.
5. Ensure consistent, accurate and timely flow of appropriate internal and external information
6. Assist with pupil first aid/welfare duties looking after sick pupils and liaising with parents/staff – including administering medication and completing medicine consent forms
7. Collect pupils for appointments/medicals
8. To use ICT skills for accurate, effective communications and record keeping
9. Actively identify opportunities to improve administrative processes and drive efficiency
10. Responsible for urgent photocopying
11. Screening calls to Senior Leadership Team and diverting as appropriate
12. To be flexible and be prepared to respond to need during school events, celebrations and other busy periods of the term
13. Dealing with parent's queries
14. Answer door and provide a welcome for all visitors – make tea and coffee if required
15. Secure stock where necessary
16. Adhere to ICO retention guidelines and archive/shred own work as required
17. Assist with editing/updating records as necessary
18. Responsible for compilation of lists for office and class teachers (i.e. meal lists, clubs etc.)
19. Assist with office, staff/parent notice boards maintenance
20. Keep office areas tidy and organised
21. Responsible for keeping all office forms, books and files accurate and up to date – photocopying as necessary

22. Provide routine clerical support for teachers and SLT e.g. photocopying, phone messages, filing, faxing, completing routine forms, laminating if required
23. Compose and send text messages and emails as required
24. Monitor stationary

### **SPECIFIC**

- Book conference rooms as requested by SLT/MLT Check online registers are completed and follow up where necessary
- Cover the other Receptionist/Admin Assistant at times
- Be a buddy for new staff and share staff induction details

### **RESPONSIBILITIES**

1. Be aware of and comply with policies and procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate Person
2. Be aware of and support difference and ensure equal opportunities for all
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required

### ***Special/Other Requirements/Responsibilities of this Post***

<b><i>Level of DBS check required for this post</i></b>	Enhanced with a check of the barring list(s)
<b><i>Does the post require a check against the list of people barred from working with vulnerable adults?</i></b>	NO
<b><i>Does the post require a check against the list of people barred from working with children?</i></b>	YES
<b><i>What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)</i></b>	N/A
<b><i>Is this post "politically restricted"?</i></b>	NO
<b><i>Responsibility for Health &amp; Safety:</i></b>	LEVEL 1

## Person Specification

### *Qualifications/Education/Training*

Very good numeracy/literacy skills as demonstrated by NVQ 3 or equivalent qualification or experience in relevant discipline

### *Experience*

Experience of development, management and operation of administrative systems

### *Skills, Abilities & Competencies*

Effective use of and very good skills in ICT (SIMs, Excel and Word) and other specialist equipment/resources

Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation

Ability to relate well to children and adults

Work constructively as part of a team, understanding school roles and responsibilities and your own position within these

Ability to self-evaluate learning needs and actively seek learning opportunities