

JOB DESCRIPTION

Post title:	Receptionist / Administrative Assistant
Academy:	Westgate Hill Primary Academy
Reporting to:	School Business Manager
Salary/Pay range:	£23,151 (full time equivalent), £20,391 per annum (actual)
Hours of work:	37 hours per week, term-time plus 5 days

Purpose of Job

Responsible for providing an administrative, financial, front of house and clerical support service to facilitate the day to day running of our busy school office.

Main Duties and Responsibilities

- To perform reception duties answering telephone calls, responding to emails, sending emails and taking messages;
- To be a point of contact for queries / visitors to the Academy;
- Contacting the parents/carers of pupils via telephone, text or email;
- To assist with communication to parents including sending texts, emails, notifications and letters;
- To maintain the school calendar and room booking system;
- To support with the admin email address and forward emails to appropriate staff;
- To collect and record payments for school dinners, student trips, uniform and activities in line with finance procedures;
- Receiving and checking stock orders, matching with delivery notes and process goods received notes;
- To assist in the prompt and accurate processing of payments to suppliers and staff;
- To assist with parent registrations for electronic platforms including SIMS communication and payment services;
- To support with the issue of staff / visitor ID badges;
- To operate and update Schools Information Management System (SIMS) and ParentPay services and produce reports when required;
- Preparation of documents and reports, as requested by HR, Finance and the school Business manager or school leaders;
- Provide secretarial/administrative and clerical support to leadership team, class teachers and school business manager;
- To undertake photocopying, printing, scanning and laminating, as and when required;
- Organising and managing meetings and filing systems, including minute taking as required;
- Receiving, processing and where appropriate responding directly to communications on behalf of the HR and Finance Teams;
- Working closely with colleagues and management, where appropriate, to follow up agreed actions;

- To assist with the processing of pupil admissions in accordance with the Trust' Admissions Policy, including, maintaining waiting lists, contacting link governors, sending offer letter to parents and meeting with prospective parents for completion of the necessary documentation;
- To assist with maintaining staff training records and book staff onto courses when required;
- Alongside other members of the team, arrange supply cover and maintain accurate records;
- The postholder must be a team player, have a positive mind set and a 'can do' attitude;
- Receive visitors and answer telephone calls/enquiries, taking messages. Manage sign in system pre-registering visitors and ensuring every visitor is accounted for;
- Assist in the co-ordination of educational visits/or curriculum related activities, e.g., booking coaches and venues;
- Ability to present oneself as a role model to staff, parents and pupils in speech, dress, behaviour and attitude;
- Any other duties as may reasonably be requested by Trust Management. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2023 where required