

## **JOB DESCRIPTION**

READING BOROUGH COUNCIL	Department/Division: Education & Community
Post Reference No:	Location: Katesgrove Primary School
Job Title: Receptionist and Administrator	Grade/Salary Range: Administration and Organisation Level 2. RG3m (points 5-11)

### **JOB PURPOSE**

LEVEL 2 - Under the direction/instruction of senior staff: provide routine general clerical, administrative support to the school. First point of contact for visitors, parents and external agencies when contacting / visiting the school

### **DESIGNATION OF POST AND POSITION WITHIN THE SCHOOL STRUCTURE**

The post reports to the Office Manager

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Organisation**

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Handle difficult conversations with parents with tact and confidentiality
- Administer pupil first aid and undertake welfare duties, e.g. looking after sick pupils, liaising with parents/staff, updating medical files across school etc.
- Assisting with arrangements for visits by school nurse, photographer etc.
- Update noticeboards within the school as required
- Manage medicines kept within the school, including ensuring all medicine is within date
- Replenish school first aid boxes regularly and order replacement supplies as required.

#### **Administration**

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
- Responsible for monitoring main school office email account and deal with all incoming queries and information as appropriate
- Routine record keeping
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail including management team
- Liaise with pupils, parents and kitchen staff re daily queries re school meals
- Occasional input attendance registers onto SIMS if class teacher has been unable to complete the task e.g supply teacher
- Liaise with providers of after school extracurricular activities to ensure required agreement forms are completed by the provider and then filed upon return to the school
- Operate school electronic parent communication service
- Create Parent Pay items, check income and produce reports for teachers

### **Resources**

- Operate office equipment e.g. photocopier, computer
- Arrange orderly and secure storage of supplies inc first aid and staff room supplies
- Monitor office stationery levels and refer shortages to Office Manager
- Carry out routine checks on the school defibrillator

### **Responsibilities**

- 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
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Be part of the school first aid team. Attend 3-day first aid at work training as required to keep qualification valid.

### **Gateway Criteria**

- Liaise with external parties to organise visits to school
- Responding to enquiries and prioritising and escalating urgent or complex matters as appropriate.
- Making arrangements for school trips, events etc. including liaising with class teachers, transport providers and venues.
- Produce lists / information / data as required and reporting to SLT e.g. pupil data, attendance figures etc.
- Take notes at meetings, and co-ordinate circulation of minutes
- Assist with the reporting of school accidents in line school policy using the electronic accident reporting system
- In the absence of the school administrator to input to SIMS routine required pupil data

### **SCOPE OF JOB (Budgetary/Resource control, Impact)**

As above



## PERSON SPECIFICATION

READING BOROUGH COUNCIL	Department/Division: Education & Community The Hill Primary School
Job Title: Receptionist and Administrator	Post Reference No: : Administration and Organisation Level 2

### Qualifications/Education/Training:

GCSE Maths and English or equivalent

### Experience

Previous experience of general clerical/administrative work

### Knowledge, Skills and Abilities

Good numeracy and literacy skills

Effective use of ICT packages - Excel and Word

Experience of SIMS or other MIS

Ability to work under pressure and to deal with difficult situations effectively

Appropriate knowledge and application of first aid and a willingness to undertake first aid training as required by the role (First Aid at Work )

Good understanding and ability to use relevant technology e.g. photocopier

Participate in development and training opportunities

Have good communication skills both orally and written with an ability to relate well to both children and adults

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

Able to maintain confidentiality

### Specific Working Requirements

--