



## **Receptionist and Administrative Assistant Job Description (Grade 3)**

**Reporting to: Office Manager**

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### **Main purposes of the job**

- To work with the Office Manager and the School's Leadership Team to administer and maintain administrative systems which will support and enable the school to deliver and sustain educational excellence.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To promote and contribute to the achievement of both the Trust and school's aims and values.

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### **Main responsibilities and tasks**

#### **Reception**

1. Take shared responsibility for provision of an efficient Reception service, which reflects the values of the school e.g receive visitors, arrange hospitality **and** respond to phone calls in a timely and effective manner, ensuring that there is an appropriate level of cover for the phone, especially at busy times
2. Ensure post and email is effectively dealt with on a daily basis;
3. Liaise with outside agencies and support them during their visits to the school, i.e. dentist, school nurse, photographer.
4. Receive and process deliveries
5. Contact parents / other agencies / suppliers as required by teachers to support pupil wellbeing and staff to carry out their roles efficiently

#### **Admissions to the school / leavers**

1. Oversee and liaise with the LA admissions department regarding new children joining the school and availability of places;
2. Process the entry of new children onto Arbor, liaise with previous school to collect information and chase to ensure it is acquired in a timely manner;
3. Administer the annual production of letters to prospective parents for new reception applications. Liaise with local nursery providers to ensure widespread distribution;
4. Arrange, with the Headteacher, open days where prospective parents visit the school
5. Produce and distribute New Starter Packs to all pupils joining the school. Enter information contained therein into the school's systems;
6. Distribute Transition information to relevant year groups
7. Process CTFs, send blue files, and Child Protection files when pupils leave school;
8. Support senior leaders to show prospective new parents and pupils around the school

#### **Data Entry**

1. Input and update of all appropriate pupil information, including statutory assessments and produce reports when required;
2. Produce the termly pupil census and annual workforce census;
3. Ensure maximum use of the functions within Sims to support efficient information sharing and data recording and processing.
4. Work with senior leaders to ensure the annual 'roll up' of pupil data attached to online systems e.g Abacus, Rising Stars, CPOMs is carried out in a timely and efficient manner
5. Input Medical and First Aid incidents on Arbor and send notification to parents

#### **Attendance**

1. Oversee attendance (data entry, 1<sup>st</sup> day calling.)
2. Liaise with EWO to provide required reports and with Headteacher / FSW weekly to review attendance and issue letters, penalty notices, door knocks as necessary;

### Child protection

1. Ensure that visitors have a genuine reason to be in school, checking ID and DBS status where necessary and accompanying visitors who are not permitted to have unaccompanied access to the school site;
2. Ensure that the front security door and side gates are locked during the school day;

### School Meals

1. Liaise with kitchen staff and catering company regarding menus and numbers of meals
2. Ensure teaching staff are aware of daily meal choices to enable registers to be completed
3. Liaise with parents regarding meal choices, allergies etc.
4. Monitor the uptake of free school meals, planning with the headteacher events to encourage parents to register for their entitlement or to support children to try hot meals

### Other responsibilities

1. Help to organise school trips, collect and bank payments, provide packs to trip leaders with registers, contact numbers etc.;
2. Parent correspondence: distribute the newsletter, produce other letters to parents, circulating by Arbor where possible;
3. Process correspondence, documents, policies, etc. as required by senior leaders;
4. Produce and maintain pupil, vulnerable group and consents lists
5. Work with Senior Leaders to ensure the school website is up to date and meets compliance requirements as outlined by the Department for Education.
6. To suggest further information to enhance the website based on knowledge gathered during interactions with parents, visitors and the wider community.
7. Participate in training and other learning and performance development as required.
8. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with children, parents, staff colleagues, external agencies and any other visitors
9. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
10. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring the ethos and values of the Trust are promoted and upheld at all times.

### Safeguarding Responsibilities

1. To understand the safeguarding responsibilities which are part of employment and your role.
2. To adhere to all safeguarding policies and procedures at all times (both Trust and statutory).
3. To act and always be seen to act in the child's best interests.
4. To avoid any conduct which would lead any reasonable person to question your motivations and intentions.
5. To take responsibility for your own actions and behaviour.
6. To undertake and complete all safeguarding training as required and to ask questions if you do not understand your responsibilities.

The duties and responsibilities of any post may at the discretion of the Headteacher change from time to time and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post.

Each Orwell Multi Academy Trust school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others maybe engaged on a narrower range of tasks. This role and the detailed responsibilities are subject to change as the Trust grows. Following reasonable consultation the postholder may be required to work across the Trust in another school or a number of schools.

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**Signature of Headteacher:**

**Date:**

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**Signature of post holder:**

**Date:**

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