

## Hayfield Cross Church of England School

### Receptionist/Assistant Administrator Job Description

<b>Position:</b>	<b>Receptionist/Assistant Administrator</b>
<b>Name:</b>	
<b>Responsible to:</b>	<p>The post holder is responsible to</p> <ul style="list-style-type: none"><li>• The Headteacher in all matters</li><li>• The School Business Manager as line manager</li></ul> <p>The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.</p>
<b>Hours/days worked:</b>	<b>20 hours per week Monday to Friday 8am - 12pm</b>
<b>Working weeks per year</b>	38 weeks term time
<b>Pay Scale:</b>	Grade D (3-4) Pro rata

<b>Purpose/Overall objective</b>
<p>The overall purpose of this role is to provide a clerical, administrative, financial, secretarial, management and executive service for the school. To ensure that internal and external services are maintained and delivered to the required service levels.</p>
<b>Key Tasks</b>
<p><b>Main Duties and Responsibilities:</b></p> <p><b>Reception:</b></p> <ul style="list-style-type: none"><li>• To greet visitors at reception providing advice and information when necessary, seeking assistance if needed.</li><li>• To be aware of and remain alert to basic security of the building following school procedures; ensuring that all visitors sign in completing a visitors badge and confidentiality is maintained in the office area.</li><li>• Ensuring that a tidy, safe environment is always maintained and ensuring pupil and parent information is kept replenished.</li><li>• To answer the telephone promptly and politely, taking clear and accurate messages to pass onto the relevant person throughout the school, as soon as practicably possible.</li><li>• To transfer telephone calls promptly and efficiently recording all relating information in the appropriate places.</li><li>• Assist the School Business Manager with the pupil data base, keeping information up to date and relevant.</li><li>• Assist the School Business Manager by dealing effectively with all enquiries regarding admission to the school, arranging tours of the school.</li><li>• Assist the School Business Manager with recording absences on the school's Management</li></ul>

Information System.

- Assist pupils with any queries, requests for information and giving out medication.

**Administration:**

- Use of Reprographic equipment, laminator, preparing information packs etc
- Dealing with staff, parents and pupil enquiries
- Assist teachers with administration of trips, ensuring all necessary payments are made and paperwork completed.
- Administration of trips, book clubs and other income as necessary. Assist administrator with residentials and outside providers
- Provide administrative support to the teaching staff
- Organising lost property
- Liaise with parents money collection for trips, pupil premium entitlement and encouraging parents to register for free school meals if entitled
- Elementary First Aid, ensuring those children who require regular medication take this at the correct time Assist with pupil welfare. Ensure sick and injured pupils receive the appropriate attention and parents are informed and maintain the appropriate records
- Assist Administrator organising annual First Aid, Epilepsy and Epipen training if necessary
- Assist Administrator to update the Medical files for each year group and Lunchtime Supervisors
- Administration of children's medical protocols
- Preparation of identity badges for staff and governors
- Use of Word and Excel
- Manage school resources/stock control.
- Manage Coolmilk systems
- Manage school attendance on SIMS and reporting to Head Teacher
- Administration of Pupil Data Collection Sheets
- Assist school business manager with administration of Asset Register
- Administration of Teacher run clubs
- Manage annual policy administration
- Assistant school business manager with administration of staff absences
- Other duties within reason, as maybe required
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**Awareness of and compliance with statutory policies and procedures relating to the role**

- Participate in specific training and personal development as required
- Be familiar with the schools policies and procedures
- Communicate matters of concern relating to health, safety or welfare to line manager
- The posts holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school she/he must report any concerns to the Head

**Development**

- To undertake training for ICT and the MIS as required to sustain efficiency
- Participate in the Performance Review Cycle

**Additional Duties:**

- To maintain the confidentiality of all the Schools records relating to staff and pupils, in line with the latest requirements of the Data Protection Act and the Freedom of Information Act.
- To contribute to the school ethos by helping to maintain good order, appearance and discipline of all students within and beyond the classroom
- To participate in meetings with colleagues relative to the post
- Undertake other related tasks as reasonably requested and agreed

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holders professional responsibilities and duties.

Signed: ..... (Post Holder) Date:.....

Signed: ..... (Headteacher)

## ADMINISTRATION ASSISTANT

### PERSON SPECIFICATION

ESSENTIAL		DESIRABLE	
Previous experience of working in an administrative capacity	*	An understanding of the workings of a primary school	*
High level of customer service	*		
Team Player	*	Knowledge of SIMS and FMS	*
Experience of undertaking a range of clerical and administrative duties, including data input	*	First Aid Certificate or the willingness to undertake training	*
Proficient in use of Word, Excel, Outlook	*	Working knowledge of School Management Information Systems / Parentmail	*
Good Sense of humour, friendly and approachable	*		
Work well under pressure, stick to deadlines and the ability to work independently	*		
Excellent telephone manner and interpersonal skills	*		
Confidentiality and sensitivity when dealing with parents, pupils and staff	*		
Willingness to undertake further training	*		
Flexible approach to work	*		