

School Administrator / Receptionist Job Description



Job title:	School Administrator/Receptionist	Ealing GLPC Grade:	Scale 4
School:		Post No:	
Line manager:	Office Manager		
Supervisory responsibility:	None, apart from assisting in work familiarisation of new members of staff.		
Hours:			

Main purposes of the job

- Under the instruction of the Office Manager, provide routine general, clerical, administrative and financial support to the school
 - To be responsible for promoting and safeguarding the welfare of children and young people within the school
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Main responsibilities and tasks

Organisation

1. Act as the first point of contact for visitors undertaking reception duties, answering routine telephone, face-to-face enquiries and signing in visitors in a warm and welcoming way.
2. Manage the whole school diary and school communications adding notes and appointments as requested by staff.
3. Assist with pupil first aid and welfare, looking after sick pupils, liaising with parents, staff etc. Assist with staff first aid if required.
4. Maintain a tidy and well organised office space for all members of the team as well as visitors.
5. Manage arrangements for visits by the school nurse, photographers etc.

Administration

6. Ensure signing in and safeguarding procedures are correctly followed for every visitor and contractor entering the school during the school day, including pupils.
7. Maintain manual and computerised records and management information systems including SIMS and the InVentry system.
8. Undertake typing, word processing and other ICT based tasks ensuring that records in the office are kept secure and confidential.
9. Provide routine clerical and administrative support to members of the senior and middle leadership teams e.g., photocopying, filing, e-mailing, completing routine forms, calling parents, making appointments.
10. Write the weekly staff briefing notes for the Headteacher and ensure that the completed notes are circulated to staff by the end of the week.
11. Manage whole school correspondence and communication and/or other items (as required by the Headteacher) including sending out reminders to parents about upcoming events, updating notice boards, calendars and website, distributing leaflets/flyers, creating signs.
12. Undertake routine administration e.g., registers/school meals register/fruit orders as required.
13. Sort and distribute incoming post and orders, prioritising and bringing important information to the attention of relevant individuals on a timely basis, including managing the school's main admin email inbox.

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Resources

14. Operate office equipment e.g. photocopier, computer etc. to undertake duplication/photocopying of material and its distribution to pupils, parents, staff etc. as appropriate.
15. Trouble shoot various reprographic issues including engineer call outs, maintaining stock levels (e.g., copier toner, office stationery) so as staff can produce materials for teaching and learning and the smooth running of the school.
16. Monitor usage of office supplies and ensure orders are placed in a timely manner so they are never depleted, ensure secure storage of supplies.
17. Undertake routine financial administration e.g. collect and record whole school charity collections.
18. To support school staff, governor and parent events, including booking meeting rooms and organising hospitality/refreshments.

Responsibilities

19. Comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
20. To adhere to school health and safety policy including risk assessment and safety systems.
21. To adhere to school policy on equality and diversity.
22. To contribute to the overall ethos, aims and values of the school.
23. To appreciate and support the roles of other professionals.
24. Actively seek and participate in training opportunities and appropriate professional development.
25. Undertake similar clerical duties commensurate with the level of the post as required by your line manager or Headteacher.

Signatures – line manager and job holder

Signature of Manager: **Date:** / /

Signature of post holder: **Date:** / /
