
Job title: School Receptionist

Ealing GLPC Grade: Scale 4

School: Mount Carmel Primary School

Line manager: School Business Manager

Hours: 8:00am – 4.00pm, 40 weeks

Main purposes of the job

- Under the instruction/guidance of senior staff, provide 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
- To be the main communicator to all stakeholders – parents, children, staff, governors, club leaders, contractors, visitors, health workers, supply staff,

Main responsibilities and tasks

Administration

1. Dealing with reception and telephone queries giving advice and information on behalf of the headteacher and passing on relevant information to staff.
2. Responsible for keeping the Reception area of the school neat, welcoming and up to date with information displayed.
3. Responsible for the organisation of school photos.
4. Organise transport for school trips if needed e.g. booking coaches, topping up oyster cards.
5. Provide routine clerical support e.g. photocopying, filing, emails and completing routine forms and producing the school's weekly newsletter.
6. Maintain manual and computerised records/management information systems (SIMS and Single Central Record).
7. Undertake typing, word processing and other ICT based tasks.
8. Sort and distribute mail.
9. To ensure club leaders have the correct space for their clubs. To be the link to inform them of any changes or updates in the school diary.
10. Liaising with suppliers as required and placing orders.
11. Purchase and set up refreshments for meetings and Twilight training within the school when needed
12. Responsible for the administration of the milk and fruit schemes, along with arranging distribution to students
13. Maintain the asset register system (inventory) electronically, marking assets with security labels.
14. Upload the up-to-date asset list (resources list) on shared network.

- 15. Order consumables for the photocopiers and organise engineer visits when required.
- 16. Maintaining an efficient system for the retrieval, storing, return or disposal of lost property.
- 17. Provide hospitality for visitors.

Resources

- 18. Operate office equipment e.g. photocopier, computer etc., liaise with suppliers where appropriate
- 19. Check off deliveries to the school and work with the Facilities Lead to get them to the correct destinations
- 20. Arrange orderly and secure storage of supplies.
- 21. Responsible for the sale of school equipment and uniform.

Responsibilities

- 22. Be aware of and comply with policies and procedures relating to child protection, security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- 23. To adhere to school health and safety policy including risk assessment and safety systems.
- 24. To adhere to school policy on equality and diversity.
- 25. To contribute to the overall ethos and aims of the school.
- 26. To appreciate and support the roles of other professionals.
- 27. Participate in training opportunities and professional development as required.
- 28. Undertake any other similar clerical duties commensurate with the level of the post as required by the Headteacher and SBM.

Signatures

Signature of Manager: Date:/...../.....

Signature of post holder: Date:/...../.....
