Rimon Jewish Primary School

Job Description:
SCHOOL RECEPTIONIST

Hours: FULL TIME (8:00am – 5:15pm, Fridays end at 4.15pm, with early closing Oct – March)
41 weeks per year (39 school weeks plus 2 weeks in the summer holidays)

Organisational Relationships:

Line manager: Headteacher

Overall responsibility: the Headteacher

Day-to-day direction from: the Office Administrator and the school / JCAT School Business Manager

Salary: Level 3 NJC scale point 21- 24

Job Purpose:

- To ensure and enhance the efficient and smooth running of the school office with the ultimate aim of enhancing the school's educational provision
- To create a pleasant reception area acting as the first polite point of contact, greeting all parents, staff, children and school visitors in a friendly, professional manner
- To provide efficient and effective clerical and routine administrative support to the school
- To maintain a high level of confidentiality and discretion at all times
- To ensure the efficient maintenance of all school files and databases
- To be responsible for
    - **the smooth running of a welcoming school reception**
    - **managing and maintaining the school diary,**
    - **the day to day implementation of the school pupil attendance and absence policies**
    - **the management of pupil records, data and reports**
    - **coordinating distribution and return of all documentation to/from parents**
    - **updating the school website**
    - **managing sales of all sundry items**
- To appreciate and support the role of other professionals
- To assist the governors where requested and required
- Cover the administrative duties in the absence of the Welfare Officer / Office Administrator as required

Duties and Responsibilities:

The duties described below are neither exclusive nor exhaustive and you may be required to carry out other appropriate duties necessary for this post.

RECEPTION DESK

- Provide a warm and professional welcome to School visitors, ensuring that security, Safeguarding and Health & Safety procedures are followed
- Answer and deal with telephone calls in a timely manner including responding to queries and requests for information from parents, suppliers, external professionals etc
- Deal promptly with all emails, forwarding where appropriate and responding in the first instance to all relating to matters within remit etc
- Monitor, process and ensure complete returns of all required parent and pupil documentation and information

ADMINISTRATION AND OFFICE MANAGEMENT

- Manage the school diary and calendar, including arranging appointments for the Headteacher and other staff
- Provide administrative & clerical support to other staff members when requested &/or required
- Be jointly responsible with the Office Administrator for general organisation and storage of office resources
- Maintain a well ordered and easily accessible office computer administration system
- Maintain a well ordered and easily accessible office filing administration system
- Ensure all school pupil files are updated in good order and correctly filed
- Devise and adapt office routines as required
- Maintain accurate and up to date email contact lists, including group contacts
- Administer parent registration to attend events via Eventbrite
- Support the JCAT back office to prepare all required documentation on time for the Local Authority, DfE, EFA, OFSTED and ISR etc including the termly school censuses
- Provide and report information and statistics to Head Teacher and governors as requested
- Provide support for Governors and Governors' committees as required and requested

PUPIL ABSENCES AND ATTENDANCE

- Follow the pupil absence safeguarding protocol in accordance with the Attendance Policy
- Ensure the school office maintains an accurate record of pupil attendance:
    a. Keep all registers accurate & up to date including daily / weekly percentage returns
    b. Support the Headteacher in processing absence requests and authorisation
    c. Enter all absence and late information accurately and completely
    d. Report attendance statistics to the Headteacher and JCAT as requested

POST, ORDERS AND DELIVERIES

- Process and distribute promptly all incoming post.
- Ensure all school post is either posted or processed at the post office in a timely fashion.
- Process and distribute promptly all incoming and outgoing deliveries
- Collating order requests and liaising appropriately with the JCAT back office

SECRETARIAL

- Provide comprehensive secretarial support to the Head Teacher Assist as requested
- Undertake word-processing, copy typing & electronic transmission of correspondence
- Complete photocopying, collating and distribution etc when requested and/or required
- Assist in the prompt and accurate production of school information and documents i.e. brochures, prospectus, school improvement plan etc
- Produce /assist with weekly newsletters as requested
- Type & distribute minutes of meetings, INSETs and letters when requested
- Attend meetings as requested and take all necessary minutes

PUPIL RECORDS, DATA AND REPORTS

- Keep pupil records accurate, orderly, complete, up to date and easily accessible to the necessary school staff
- Co-ordinate passing on pupil records to receiving, and from previous, schools
- Support the Headteacher with the preparation, processing & storage of pupil reports & data

STOCK CONTROL

- Liaise with the JCAT back office regarding necessary orders to restock supplies
- Distribute termly stock orders to staff

SCHOOL WEBSITE

- Upload required weekly updates to the school website (eg newsletter)
- Until the JCAT assumes responsibility, assume management of the school website

ICT SUPPORT COORDINATION

- Coordinate the weekly visits and tasks for the ICT support, prioritising tasks where needed
- Through coordination of the ICT support, oversee the weekly computer backups and issuance of server and email login and passwords

HR

- Complete all required processes for new staff joiners
- Provide induction of daily agency supply staff
- Maintain the staff training record including the staff safeguarding training record
- Record and liaise with the Headteacher as well as the JCAT BO regarding staff absences
- Maintain the supply staff section of the SCR
- Arrange for supply staff when required

OTHER DUTIES

- Support other office support staff as appropriate (eg apprentices, work experience etc)
- Liaise with the PTA, visiting therapists and other external professionals etc as appropriate
- Liaise with Barnet Local Authority as required eg SLRS
- Attend meetings as requested

THE REST OF THE JOB DESCRIPTION IS GENERIC TO ALL RIMON STAFF

Classroom Organisation and Management – NOT APPLICABLE TO OFFICE STAFF

- Create a well ordered, attractive, secure and nurturing environment which ensures the educational, emotional, social and pastoral well being of all the children
- Monitor and organise the class resources so that they are appropriate, well maintained and stored in an orderly and accessible manner
- Where appropriate, lead, organise and direct the class staff team, including planning for and deploying support staff effectively

Pastoral care

- Attend to the children's physical and hygiene needs when necessary
- Ensure the safe supervision and dismissal of children at the end of the day
- Recognise and respond appropriately to the children's emotional needs
- Responsible for safeguarding and promoting the welfare of children
- Liaise appropriately with the school's Designated Safeguarding Lead regarding any issues of concern regarding the welfare of pupils within the class or school

Health and Safety

- Mark and maintain accurate class registers in accordance with the school policy
- Organise the physical classroom/office environment and daily routine taking into account Health and Safety requirements
- Maintain a neat, orderly & safe classroom/office environment & contribute to developing & maintaining similar high standards within the whole school
- Safeguard the health and safety of pupils, both on school premises and when they are engaged in authorised school activities off-site
- Contribute to & comply with security arrangements both within & outside of school

First Aid and Pupil Welfare/Medical room and records

- Maintain the necessary training and registration regarding First Aid at Work, Paediatric and First Aid for children aged 6-12 as well as managing Medication in Schools and other associated or required training as appropriate
- Contact parents regarding sick or injured children in line with school policy
- Support the lead registered first aider to prepare individual pupil risk assessments for children presenting at school with injuries/medical needs
- Support the lead registered first aider to ensure that the welfare room is well-organised, tidy, welcoming and comfortable and that linen is regularly washed
- Support the lead registered first aider to ensure that medical supplies are complete and up to date
- Support the lead registered first aider to liaise with parents to ensure that personal medicine of children is up to date
- Support the lead registered first aider to ensure staff are updated of all changes in medical status of children as necessary and in a timely fashion
- Maintain complete and accurate accident records
- Support the lead registered first aider to maintain complete and accurate medical record information
- Consult if unsure

School Strategic Development

- Participate in and contribute to all staff meetings which relate to the school's development, management, curriculum, safety, administration and organisation as well as whole school professional development
- Contribute to whole school curriculum development
- Contribute towards the development, establishment and implementation of whole school policies
- Contribute to school self-evaluation and development plans where appropriate
- Participate in the whole school performance management framework including the appraisal of his/her own performance, and that of other staff

Professional Development

- Attend and contribute towards INSET sessions as directed by the Headteacher
- Participate in out of school professional development activities as appropriate and as directed
- Contribute to whole school sharing of best practice
- Participate in whole school professional development initiatives
- Take responsibility for personal professional development, in particular with regard to teaching and learning
- Participate in the school’s staff appraisal process
- Maintain a personal log and record of Continuous Professional Development
- Maintain and update necessary knowledge and skills (including ICT) relevant to the post
- Recognise own strengths and areas of expertise and use these to advise and support others

Equal Opportunities

- Ensure that all children and adults within the school community have equal opportunity and access to all aspects of school life, information and provisions
- CLASSROOM STAFF be aware of and support and respond to differences in children's learning styles to ensure that all pupils have equal access of opportunity to learn and develop

Whole School Organisation

- Establish and maintain good professional working relationships with the whole school community in order to promote the development and effective delivery of the school curriculum and maximise the children's achievement
- Liaise and consult with the Headteacher and other members of staff on matters relating to the school's curriculum, pupils, staffing and day-to-day organisation
- Undertake subject leadership responsibilities as requested by the Headteacher
- Carry out general school duties such as before school, lunchtime, breaktime and after school supervision
- Undertake school organisational responsibilities as requested by the Headteacher
- Contribute to the extra-curricular life of the school eg assisting, planning & leading special events when requested; leading lunchtime / or after school clubs etc
- Cover for absent staff as directed by the Headteacher or other senior staff
- Cover other classes/duties (eg to release staff for non-contact time) if directed
- Maintain and respect pupil and staff confidentiality at all times
- Undertake other duties that may reasonably be assigned by the Headteacher or other senior staff to ensure the smooth running of the school

All Rimon employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in the job description.

This job description will be reviewed annually and updated where appropriate and necessary.

SJK/RJPS/RECEPTIONIST/JD/OCT2018