**CHESTERTON PRIMARY SCHOOL**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| POST | Receptionist/Administration Officer |
| GRADE | Scale 4 Spine Point 7 - 10 |
| EMPLOYMENT STATUS | Term Time Only |
| RESPONSIBLE TO | School Office Manager |

# **Purpose of the Job**

To be the initial main contact person for all visitors to Chesterton Primary School. To provide general administrative and clerical duties in support of an efficient and effective service for the day to day organisation of the School.

**Tasks**

1. ORGANISATION

* Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors for the School
* Maintain the reception area with regard to appearance, displays and information.
* Assist with pupil first aid and welfare duties, looking after sick pupils, liaising with parents/staff etc.
* Ensure all visitors are welcomed in a polite, friendly and efficient manner
* Provide hospitality to visitors as required
* Keep electronic diary for all visitors, community groups and events in relation to the School

1. ADMINISTRATION

* Provide general clerical and administrative support e.g. photocopying, filing, completing standard forms, responding to routine correspondence
* Maintain manual and computerised records and management information systems
* Enter data and produce lists, information as required e.g. pupil data, absences
* Undertake typing and word-processing and other IT based tasks
* Receive and forward emails, sort and distribute mail
* Undertake administrative duties under the direction of the School Office Manager
* Undertake administrative procedures
* Prepare specialist documents using IT packages, including certificates
* Maintain and collate pupil reports
* Maintain the Staff Room notice board, updating weekly
* Liaise with Cool Milk ensuring all students eligible for, or have paid for milk receive it and maintain the school records accordingly

1. RESOURCES

* Operate relevant equipment and ICT packages (e.g. word, excel, databases, spreadsheets, email, internet)
* Maintain stock and supplies, cataloguing and distributing as required
* Provide general advice and guidance to staff, pupils and others
* Undertake general financial administration e.g. keeping accounts for Breakfast and After School Care Clubs, class photographs etc.
* Organise and provide refreshments at meetings

1. RESPONSIBILITIES

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall ethos, work and aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the Headteacher or School Office Manager

**Safeguarding**

To be committed to safeguarding and promoting the welfare of children. To follow all procedures and policies relating to safeguarding of children.

**Equal Opportunities**

The post holder will be expected to carry out all duties in the context of and in compliance with the Council’s Equal Opportunities Policies.

To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role.

To ensure that the worker’s line manager is made aware and kept fully informed of any concerns, which the worker may have in relation to safeguarding and/or child protection.

Date of issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Post Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title: Receptionist/**Administration Officer

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Identified by** |
| **Qualifications** |  |  |  |
| * NVQ 2 or equivalent | **✓** |  | **A** |
| **Experience** |  |  |  |
| * Experience of using Microsoft Office Suite * Experience of using Email/Internet * Experience of using SIMS database | **✓**  **✓** | **✓** | **A/T**  **A/T**  **A/T** |
| * Experience working in a school setting * Experience of working with the general public | **✓** | **✓** | **A**  **A** |
| **Skills** |  |  |  |
| Personal |  |  |  |
| * Must be well organised * Ability to work under pressure and ensure deadlines are met * Ability to work as part of a team * Ability to organise and prioritise workload and work on own initiative * Ability to demonstrate competent standards of literacy and numeracy | **✓**  **✓**  **✓**  **✓**  **✓** |  | **A/I/T**  **A/I**  **A/I**  **A/I/T**  **A/T** |
| Administrative |  |  |  |
| * Experience of using, maintaining and developing administrative systems * Ability to find solutions to administrative problems * Ability to maintain accurate records and filing systems * Ability to produce clear reports * Ability to maintain records relating to attendance and punctuality | **✓**  **✓**  **✓**  **✓**  **✓** |  | **A/I**  **A/I/T**  **A/I**  **A/I/T**  **A/I** |
| Relations |  |  |  |
| * Have good interpersonal skills and be able to communicate effectively * Ability to develop good relations with staff and pupils and the wider school community | **✓**  **✓** |  | **A/I**  **A/I** |
| IT Skills |  |  |  |
| * Fast and accurate keyboard skills * Word processing and typing skills * Good understanding of database – including ability to use database to produce reports and statistics * Ability to use Word and Excel to develop tables and spreadsheets | **✓**  **✓**  **✓**  **✓** |  | **A/T**  **A/T**  **A/T**  **A/T** |

A = Application

I = Interview

T = Task