



Wandsworth Federation

of Maintained Nursery Schools

JOB DESCRIPTION

Receptionist /Administrative Assistant

Responsible to: Federation Business Leader

Accountable to: Federation School Business Leader

Responsible for: No staff management responsibility

Purpose of Job

Under the direction or instruction of senior staff, the Receptionist/Administrative Assistant, will provide routine general reception duties (being the first point of contact to the school) and administrative and financial support to the school. The holder, will contribute to the overall ethos, work and aims of the School, and participate in training and other learning activities as required.

Tasks

- Undertake reception duties including answering the telephone and face to face enquiries, e.g. booking parental visits
- Manages the reception area of the school, opening and closing the door, monitoring parents and visitors entering and leaving and deliveries are taken in safely
- Signing in visitors/contractors and providing them with basic safeguarding information/evacuation procedures and provision of Visitor's badges, checking and copying identification and adding details to the single central record where appropriate
- Assist with pupil first aid and welfare duties, looking after sick children if appropriate, liaising with parents/staff etc., in the event of any accident/incident, calling parents when children have been hurt or they are sick



Wandsworth Federation

of Maintained Nursery Schools

- Assisting with arrangements for visits by external agencies/professionals/stakeholders, e/g/ preparing meeting rooms, tea and coffee

Administration

- Provide routine administrative support e.g. photocopying, filing, emailing, completion of forms, monitoring the admin inbox and taking and passing on messages to SMT
- Maintain manual and computerised records using a variety of IT packages, including Arbor and Access
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail
- Undertake routine administrative processes and procedures e.g. provision of attendance and school meal registers, updating and inputting attendance data and lunches onto computerised systems, raising and maintaining related paperwork for the office team.

Resources

- Operate office equipment e.g. PC/Laptop, photocopier, scanner etc.
- Order and arrange the orderly and secure storage of all supplies, liaising with the office and nursery team.
- Undertake routine financial administration e.g. raising of purchase orders



Wandsworth Federation

of Maintained Nursery Schools

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
- Contribute to the overall ethos, work and aims of the School and the Federation
- 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
- Accompany staff and children on visits, trips and other off-site activities as required.

Safeguarding

- To be fully aware of and understand the duties and responsibilities arising from the Children's 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 be fully aware of the principles of safeguarding as they apply to children in relation to the worker's role
- To ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.

This job description sets out the main duties such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations may occur and cannot of themselves justify a re-grading of the post.



Wandsworth Federation

of Maintained Nursery Schools

Person Specification

**Receptionist
/Administrative Assistant**

Previous Experience	
General administrative work	Desirable
Qualifications	
NVQ Level 1 or equivalent qualification or experience in relevant field	Desirable
Skills & Competencies	
Good understanding and ability to use relevant technology e.g. photocopier	Essential
Excellent keyboard/computer skills	Essential
Excellent interpersonal skills	Essential
Very good numeracy and literacy skills	Essential
Commitment to working in an anti-discriminatory environment	Essential
Personal Attributes	
To be able to relate well to children and adults including parents, colleagues, external professionals, contractors	Essential
Committed to continuing professional development.	Essential
A team player	Essential
Knowledge and understanding of child protection issues.	Desirable



Wandsworth Federation

of Maintained Nursery Schools