

JOB DESCRIPTION

RECEPTIONIST & ADMINISTRATION ASSISTANT



ADMINISTRATIVE DUTIES

- To act as a point of contact for all school enquiries either by telephone, email or face to face and contribute to the smooth running of the school reception.
- To arrange any hospitality requirements and meeting room facilities as and when directed.
- Ensure class registers are up to date, follow up on pupil absence and maintain attendance monitoring reports.
- To communicate and work with Attendance Officer.
- Locate pupils in lessons to pass on urgent messages from parents and/ or teaching staff.
- Complete/update medication records and administering prescribed medication to named pupils.
- To type or complete documentation as required.
- To update manuals/packs.
- To ensure that the reception area is kept tidy, informative and welcoming to visitors at all times.
- Maintain data and record systems, identifying and obtaining missing information as required.
- To photocopy documents and materials as directed.
- Printers – ensure photo copier is well stocked, cartridges are replenished and faults are reported.
- To record and sign visitors and pupils in and out of the school ensuring safeguarding procedures are followed.
- Issue visitor passes where necessary.
- Receive admission enquiries from parents – take initial contact details from parents, pass to appropriate member of senior staff. Arrange appointment times where requested.
- To act as a contact for the site manager/site assistant.
- Telephone 999 for ambulance and/ or police attendance when requested in an emergency situation.

SUPPORT TO THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in meetings as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

WORKING WITH COLLEAGUES & OTHER RELEVANT PROFESSIONALS

- Communicate effectively with colleagues, pupils and with parents and carers
- Work with and communicate efficiently with the Attendance Officer to support the attendance of the school.
- Understand their role to be able to work collaboratively with other office staff and colleagues
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

WHOLE SCHOOL ORGANISATION & SCHOOL DEVELOPMENT

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

HEALTH & SAFETY

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

PROFESSIONAL DEVELOPMENT

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

PERSONAL & PROFESSIONAL CONDUCT

- Uphold public trust and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity