

- JOB TITLE: - Receptionist/Admin Assistant – Grade 4**
- HOURS:- 20 hours per week**  
**8.00am – 1.00pm Mon – Weds**  
**1.00pm to 3.30pm Thurs - Fri**  
**Term time only**
- RESPONSIBLE TO:- Business Manager and Headteacher**
- RESPONSIBLE FOR:- Providing administrative services for the school and welfare support for its pupils**

**Key responsibilities:**

To assist in the day to day running of the office management

**Reception**

1. To answer the telephone, receive all visitor and answer queries in a welcoming and efficient manner
2. To speak to / deal with parents where appropriate
3. To receive all goods and allocate to desired location
4. To make and take appointments
5. To organise visitor arrangements and signing in
6. To complete admissions procedures: e.g. registration forms, parent contact forms, free school meals forms, in-year transfer forms
7. To provide hospitality i.e. making tea/coffee for visitors

**Clerical**

1. To complete routine correspondence from the Headteacher e.g. copying and circulation of letters
2. To organise correspondence re school trips, chase up and collate consent forms etc. and maintain a record of these
3. To carry out bulk photocopying as requested by staff
4. To ensure the prospectus and accompanying information is photocopied and ready to be given out
5. To ensure that all forms (e.g. leave of absence, school holiday dates, free school meals etc.) are readily available for parents
6. To ensure the front reception is presentable and kept neat and tidy
7. To carry out filing/shredding as required
8. To carry out word processing as required
9. To maintain filing systems accurately and ensure they are up to date
10. To liaise with the Business Manager and Site Manager for the archiving of records
11. To deal with in-coming and outgoing public mail, and twice weekly internal courier bags.
12. To collect and deliver children to/from classrooms.

### **ICT**

1. To be responsible for the maintenance and running of the photocopiers, and giving meter readings to the relevant company

### **Finance**

1. To organise and collate orders for consumables
2. To record invoices received by the school in line with instructions from the Business Manager.

### **Health and Safety**

1. To be the first person to administer first aid (apart from basic playground F.A.), medicines and deal with unwell children
2. To help children with personal cleanliness, alert the site manager if he is available to clean up 'spoiled' areas as required, or ensure that 'spoiled' areas are correctly covered and cordoned off
3. To call parents of sick/unwell children as needed
4. To liaise with qualified school first aid personnel re purchasing first aid items, ensuring first aid kits are complete, relevant forms and first aid notes to parents are up to date and plentiful

**To carry out other duties that reasonably fall within the purview of the post as allocated by the Headteacher or Business Manager and after full consultation and agreement**