



## **Rachel McMillan Nursery School**

### **Job Description**

**DEPARTMENT:** Education

**DESIGNATION OF POST:** Receptionist/Clerical Assistant

**RESPONSIBLE TO:** School Business Manager and Headteacher

**Grade:** 3      **Scale:** 5-6

#### **Purpose of job:**

To work as a member of the School office providing an effective, efficient and friendly administrative support service for staff, families and visitors in a busy office environment.

To undertake clerical and administrative support within the main office.

To play a key role in the school by acting as the first point of contact for children, families, Governors, external agencies and visitors

#### **Key Responsibilities**

##### **General**

- Being part of a team providing the first and welcoming point of contact between the school and families, staff and external agencies or visitors. face to face, email or on the telephone with tact and diplomacy as well as confidentiality.
- To conduct and filter telephone enquiries and direct to other staff as necessary.
- Ensuring signing in procedure/visitor pass are administered and promote the schools safeguarding procedures
- Check emails and answerphone regularly for parent contact
- Support parents with School communication apps/websites and ParentPay queries
- Text/email/phone parents/carers as necessary or as requested
- Keep all phone lists and email addresses up to-date, making changes where necessary and ensuring that the information is disseminated amongst the school community.
- To book supply cover for staff where appropriate as directed by Leadership team
- Collect post from the letter box, open, date stamp, sort and distribute post in a timely manner
- Produce lists/information/data as required e.g. List children in receipt of EYPP
- Print and keep up to date sign in sheets for staff
- Put together and support with the creation of new parent packs e.g. Open Morning information, Registration, Home Visit Information.
- Assist with the processing of Dinner Money (ensuring all dinners are paid on time) and other funds dealing with any debt management as appropriate.
- Provide kitchen with daily lunch numbers and weekly numbers if required
- To oversee the administration of the milk scheme
- Provide admin and organisational support for annual school photographs

- Organise refreshments for visitors and meetings.
- Assist in any administrative tasks relating to the transfer of children to Primary School including supporting families with applications to Primary and reminders as deadline approaches.
- Ensure the tidy and welcoming presentation and organisation of the reception area and office space
- Develop and maintain good communications within school between teachers, support staff, children, parents, governors L.A and community.
- Support staff with Paediatric First Aid (after training) liaising with families/staff and help to maintain the school's records on First Aid.

### **SIMs**

- To be responsible for an up to-date and efficient database of all children using sims
- Maintain pupil records on SIMs, including creating and updating children's files and class lists incl. up to date information of children when leaving or starting school
- Ensure registers are up to date on sims and Studybugs
- Enter, maintain and retrieve data from the school's staff and pupil database as appropriate whilst ensuring GDPR procedures are followed E.g. lists/information/data reports
- Monitor and regularly update EYPP/FSM and SEND/DLA information onto data systems. Ensuring RBG are informed of any misspellings, incorrect information and leavers.

### **IT and Admin support for Leaders**

- Undertake typing, word-processing and other IT based tasks, including assisting in the preparation and production of all school literature.
- Operate relevant equipment/ICT packages (e.g. Word, Excel, databases, spreadsheets and internet.)
- Monitor admin inbox, ensuring messages are shared with relevant persons and all enquires responded to in a timely manner.
- In liaison with Leadership Team, share responsibility for the half-termly Nursery Newsletter
- Provide routine clerical support e.g. photocopying, bulk printing, filing, faxing, emailing, and complete standard forms
- Assist with updating of children's files, specifically maintenance of up-to-date contact information
- In liaison with Leadership team, maintain and update the school website, including uploading of school letters and assisting SBM with website accuracy and compliance.
- As part of a team be responsible for the school/website calendar, ensuring events and term dates are updated.
- Work with SENDco to provide admin support with 1:1 funding paperwork completion, including oversight of funding obtained and communicating this to SBM.
- Work with SENDco to support families in receipt of DLA to apply for additional funding for their child.

- Ensure children and parents are uploaded to Tapestry, ParentPay and StudyBugs, sending reminders to sign up.

### **Admissions**

- Provide prospective new families with school and admission information including support with completing application forms.
- To know all information that is available on the school website in order to advise parents correctly
- Arrange admission meetings and ensure all admissions paperwork is complete and Leadership Team are kept updated regarding future admissions.
- Monitor admissions inbox, responding to application enquires and booking appointments.
- Liaise with Leadership Team to coordinate 'Nursery in Action' visits for prospective families, Open Mornings and Admission meeting times on a termly basis so that meetings are held in a timely manner and a full school roll is maintained.

### **Attendance**

- Supporting attendance and children's welfare by ensuring daily attendance is entered onto StudyBugs
- Supporting high attendance when required e.g. calling parents, recording reasons for absence and issuing follow up letters and providing attendance information for termly Governors meetings
- Work alongside appropriate key school staff to promote whole school attendance strategies and to inform of worrying absence or persistent non-attendance

### **Other duties**

- Be aware of and comply with policies and procedures relating to child protection and safeguarding, health, safety and security, Equal Opportunities, confidentiality and data protection, reporting any concerns to an appropriate person.
- To carry out the duties and responsibilities of the post in compliance with Royal Borough of Greenwich Equal Opportunities Policy.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings and/or Professional Development meetings as required. Participate in training and other learning activities and performance development as required.
- To cover for absent colleagues and undertake other duties commensurate with the grade.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post.

**Agreed:**

**Name:**

**Signature:**

**Headteacher:**

