



Job Description - Receptionist and Administrator (Scale 6)

35 hours per week term time only
Mon to Fri 8.30am-4.30pm (1 hour for lunch)

Main purpose of this role:

Under the overall direction of the School Business Manager (SBM), support successful teaching and learning and contribute to delivering excellent outcomes for all children; ensuring a safe and collaborative learning community by:

- Demonstrating the **ethos and values** (inclusion, aspiration, nurture, creativity, equality) of the school through your own everyday practice;
- Being the **first point of call** for all visitors, ensuring they are welcomed and safely admitted to the school;
- Pro-actively providing **administrative support** to the school, including through maintaining and implementing dinner, attendance and club registers and managing consumable stock;
- Ensuring effective **communication** between the school office and the rest of the school;
- Building and maintaining positive and effective **relationships** with all members of the school community;
- Contributing to the provision of **First Aid** for children, staff and visitors.

Key Responsibilities are -

In accordance with school, LA and national policies and procedures and in line with the school ethos:

Being the first point of contact for all visitors and callers to the school -

1. Providing a welcoming, friendly and professional first point of contact for parents and others who telephone and visit the school;
2. Ensuring effective communication between the school office and the rest of the school community - announcing telephone calls, taking and delivering messages, opening, sorting and delivering post;
3. Admitting parents and visitors to the school in line with safeguarding practices, including managing the visitor book and entry systems and escorting visitors as appropriate;
4. Ensuring the provision of a welcoming, tidy and efficient school office and reception area.

Maintaining and implementing effective attendance and dinner registers for the whole school -

5. Keeping abreast of current local and national attendance and school meal guidelines and advising parents and staff appropriately about these;
6. Liaise with other staff, parents and the LA on matters relating to attendance and dinners;
7. Input pupil attendance, lateness and dinners onto the MIS (management information system - currently Arbor) on a daily basis;
8. Provide statistical returns to the LA as required and reports to the Headteacher and other staff as required so that attendance and punctuality and uptake of school dinners can be monitored effectively;
9. Contact parents promptly about all absence when no reason has been given and manage parental request for absence from school;

10. Provide the kitchen with daily school dinner numbers and reconcile these weekly and monthly for invoicing purposes;
11. Ensure the School Cook has information related to school dinners and packed lunches in advance of school trips;
12. Ensure the School Cook has up to date information on children's dietary requirements and liaise with her regarding any changes to the menu;
13. Input school dinner payments onto the MIS and produce and distribute weekly overdue school dinner statements;
14. Promote school meals and free school meals claims; supporting parents in making applications as appropriate, keeping school records up to date and liaising with the LA to process claims.

Provide administrative support for extended school provision (breakfast club, playclub and extra-curricular clubs) -

15. To maintain membership and attendance registers for clubs including inputting data into the MIS (Parentpay);
16. To manage parental requests for extra-curricular clubs and confirm places and payment arrangements;
17. Support the SBM in liaising with club leaders/providers regarding timetabling and room use.

Provide other administrative support to ensure the smooth running of the school -

18. To co-ordinate and book transport for school trips, liaising with others as appropriate;
19. Ensure that the MIS data and manual records are maintained and kept up to date, including copying, collating and distributing annual school reports and attendance statements;
20. Liaise with other schools to support the transition of children to new schools by ensuring records are passed on safely and appropriate paperwork is completed;
21. Assisting in the coordination of special school events;
22. Monitoring the use of consumable stock and completing and processing purchase orders to enable no disruption to teaching and learning at key points during the year;

Providing First Aid and contributing to ensuring appropriate pastoral and medical care -

23. Liaising with parents, teachers and other professionals to ensure that children's medical records and any medical care plans are kept up to date;
24. Ensuring children's medication in school is kept up to date and administered in line with school policies and medical plans;
25. Provide first aid for children and staff as required;
26. Maintain first aid records and communicate with the LA as required.

Other -

27. Undertaking any other reasonable and relevant duties as required by the Headteacher.

Additional Roles

Admissions, transition and Pupil records

1. Manage admissions to Nursery. Maintain and apply Nursery admissions policy, maintain a waiting list, manage a timetable of part and full-time places making recommendation to SLT on appropriate offers and making offers to parents.
2. Keeping abreast of current local and national admissions guidelines and advising parents and staff appropriately about these criteria.

3. *Liaise with staff, parents, and the LA on all matters in relation to admission and devise and implement efficient systems to ensure smooth transition.*
4. *Co-ordinate parent visits and transition meetings.*

Administration

1. *Taking responsibility for preparing and generating timely returns for the Local Authority, DfE and other agencies and stakeholders as required, including submitting end of key stage assessment data.*
2. *To provide admin support in maintaining and updating the school website and any other social media platform.*