

JOB DESCRIPTION

TITLE OF POST	Receptionist/Admin/Welfare
GRADE	Scale 5 – Points 8-11
RESPONSIBLE TO	Office Manager, School Business Manager and Headteacher
PURPOSE OF JOB	To provide a professional, efficient and welcoming reception service for the school, acting as the first point of contact for parents, pupils, staff and visitors. To provide an efficient administration service for all stakeholders. To provide welfare to pupils.
DUTIES AND RESPONSIBILITIES	<p><u>RECEPTION</u></p> <ul style="list-style-type: none">• To receive and deal with enquiries; via email, the telephone and in person.• To distribute messages in a timely fashion.• To greet visitors to the school and liaise with appropriate staff.• To ensure all visitors are signed and issued a Visitor's Badge• To ensure all visitors are aware of, and comply with Safeguarding procedures, verbally and via the Safeguarding Leaflet.• To accept and sign for deliveries as appropriate.• To be responsible for the general tidiness of the reception area, including the maintenance and upkeep of notice boards.• To replenish stocks of brochures/leaflets/prospectus and ensure they are available upon request.• To record requests for school/nursery placements and pass forms to the Office Manager• To ensure security of physical resources.• To offer VIPs refreshments and lunch if appropriate• To store the daily Fire Drill register• To liaise with the Family Support Worker as appropriate <p><u>PUPIL ATTENDANCE</u></p> <ul style="list-style-type: none">• To retrieve messages left on Option 1 regarding pupil absences.• To liaise with the Office Manager to ensure all absences and late marks are recorded before text messages are sent to parents/carers.• To promote a positive attitude towards the school with the aim for all children to be in school on time and ready to learn every day. <p><u>ADMINISTRATION</u></p> <ul style="list-style-type: none">• To be responsible for ensuring the school's website is updated on a weekly basis (or as required).• To be responsible for producing the school newsletter on a monthly basis and distributing via email to all families, staff and governors, and inclusion on the school website.• To update the online diary and check for clashes as soon as appointments are arranged or notified by members of staff.• In liaison with the Office Manager and Headteacher, to arrange group tours of the school for prospective parents and pupils.

- To be responsible for planning and managing the logistics of whole school activities, such as photos and vaccinations, including communicating with all stakeholders
- To be responsible for arranging educational visits, both on and off site, in liaison with appropriate school staff and outside providers in line with school procedures.
- To be responsible for all administration connected with swimming lessons in liaison with appropriate staff and providers of the service in line with school procedures.
- To be responsible for all stationery, ensuring sufficient stock is held by carrying out regular stock -takes and placing orders in a timely fashion. Also ensuring sufficient stock is distributed to classes at the start of the academic year.
- To be responsible for placing orders with suppliers and adding these to SIMS
- To be responsible for checking deliveries against official orders, reporting any discrepancies and adding delivery note details onto SIMS
- Arranging for the distribution of checked orders to the appropriate person/department in a timely manner.
- To manage invoice data entry onto SIMS
- To be responsible for all administration connected with the setting up and running of extra-curricular activities in liaison with appropriate staff.
- To produce data analysis reports connected with extra-curricular activities and educational visits as required by the School Business Manager or Headteacher.
- To undertake general clerical duties, including the typing of standard letters and photocopying, as requested by other staff.
- To be responsible for the maintenance of the photocopiers, liaising with the company regarding faults and provision of consumables.
- In liaison with the Headteacher, to be responsible for the organisation of regular coffee mornings/afternoon teas for parents.

PUPIL WELFARE

- To administer first aid and prescribed medication to pupils as required, in keeping with the school's policy.
- To liaise with parents regarding pupils' sickness/injury.
- Ensure first aid stores are maintained at a recommended level.
- Ensure Duty of Care is transferred between the school and parents for children being delivered to or collected from school outside of normal hours.
- Sign in pupils arriving late and inform Office Manager
- To assist with pupils' lost property.
- To keep parents informed of any health issues in school via general notice letters, emails and fact sheets.
- To liaise with the School Nurse regarding general health checks carried out in school as well as any particular concerns.
- To liaise with the Family Support Worker/Class Teachers to meet with parents to draw up Health Care Plans as appropriate.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Signed _____ Date _____

Name _____
(Post holder)

By signing above, the post holder accepts the duties outlined in this job description and agrees to:

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure all duties and services provided are in accordance with the Data Protection Act, the School's Code of Confidentiality, the School's Code of Conduct and the School's Equal Opportunities Policy.
- Share the Local Governing Body's and Trust's commitment to safeguarding and promoting the welfare of the children and young people in its care.