Adamsrill Primary School

Learning and Working Together as a Community for a Brighter Future

Headteacher: Dr Increase Esoe

JOB DESCRIPTION

Title: **Receptionist/Admin Assistant**
Grade: **Scale 3 point 5 – 6 assimilation (£32,112 – £32,575 fet)**
Actual pro-rata salary £27,741 - £28,141 per annum
Hours: **35 hours per week term time only (39 weeks including inset days)**
Reports to: **School Business Manager**

MAIN PURPOSE OF THE JOB

Under the instruction/guidance of senior staff: provide general clerical/administrative/financial support to the school.

TASK

ORGANISATION

- Deal with complex reception/visitor matters
- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for school trips, events etc.
- Contribute to the planning development and organisation of administration systems

ADMINISTRATION

- Provide general clerical/admin. support e.g. photocopying, filing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupil's data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Updating the school calendar
- Preparing and sending out the weekly bulletin to parents
- Updating the school website
- Undertake administrative procedures
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises
- Communicate daily dinner numbers to the school kitchen
- Assist with attendance process and monitoring of pupils absences

RESOURCES

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, ordering as required (within an agreed budget) then cataloguing and distributing as required
- Provide general advice and guidance to staff, pupils and others
- Undertake financial administration e.g. setting up accounts/recording money relating to Breakfast Club, After School Clubs, Music, dinners, trips etc. and ensuring accounts are in credit, also chasing any overdue payments
- preparing refreshments for visitors and setting up catering for governors' meetings.

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support diversity and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

Safeguarding Statement
Adamsrill Primary School is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Offers of employment are subject to a satisfactory enhanced DBS disclosure, online checks, overseas checks and receipt of satisfactory references. Original evidence of right to work within the United Kingdom will be required prior to commencement of employment i.e. National Insurance Number, Work Permits or Indefinite Leave to Remain

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EXPERIENCE (Essential Requirements)

- General clerical/administrative/financial work/Competent IT Skills

QUALIFICATIONS/TRAINING (Essential Requirements)

- NVQ 2 or equivalent qualification or experience in relevant discipline
- Good numeracy/literacy skills

KNOWLEDGE/SKILLS (Essential Requirements)

- Effective use of ICT packages
- Use of relevant equipment/resources
- Good keyboard skills
- Being able to work unpressured
- Knowledge of relevant polices/codes of practice and awareness of relevant legislation
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Ability to identify own training and development needs and co-operate with means to address these

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