

GENERIC JOB DESCRIPTION – SCHOOLS

Job information as shown on organisation chart

Job Title: Receptionist (Administrative Assistant – L3)	Post No: U712	Grade: HC4
Organisational information: Responsible to: Headteacher Professionally responsible to: Office Manager Responsible for: Providing a comprehensive reception service for Broadlands Primary School. Key relationships/Functional links with: Pupils, staff, parents, officers of the LEA, and other agencies, as necessary.		
Main Purpose of Job: Under the guidance of the head teacher to provide administrative and financial support to the school.		
Main Responsibilities / Accountabilities <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i> Administrative Tasks • To undertake reception duties, dealing with the majority of enquiries. Signing visitors in and out of the school. • To respond to correspondence, checking emails regularly. • To answer telephone enquiries, providing information, taking messages or passing on to other members of staff as appropriate. • To undertake word processing duties, including those requiring more complex formatting. • To act as personal assistant to the head teacher, including managing their diary, if necessary. • To maintain the school calendar, uploading events. • To open and distribute the post at the start of the school day, and to ensure that outgoing post is dispatched. • To input pupil data into the school's SIMS database. Access and update on a regular basis and produce lists and data as required. • To file documents. • To arrange school trips, photographs, work placements, events etc. in consultation with the head teacher. • To provide administrative support to the teaching staff, headteacher and office manager. • Working within the resources provided; to ensure local systems, skills and processes are in place and applied consistently to secure high quality information, data, analyses		

and reports.

- To request and collate items of interest for the school newsletter.
- To regularly communicate information to parents via letters and posters using Dojo and email.

Resources/Finance

- To assist with booking children for breakfast club and after school club. Reconcile sessions with payments received.
- To assist in dealing with Parentpay enquiries.
- To maintain supplies of school stationery and other school resources within an agreed budget. To discuss any shortages with the head teacher and initiate and process orders, as directed.
- To administer orders to assist with the processing of invoices and pass these forward for signature/payment in accordance with established procedures.
- To accurately allocate NEF nursery funding.
- To collect money from pupils, and ensure accurate records are kept.
- To administer and assist with free school meals queries.
- To manage school dinners / milk bookings and allocation.

Information

- To ensure all new starter paperwork is received and processed in a timely manner.
- To maintain manual records/computer databases and arrange for the adaptation of these if necessary.
- To produce more detailed lists/information/data as required.
- To assist with the maintenance and collation of pupil reports.
- To complete forms/returns/school census for submission to the LEA, DfES, etc.
- To keep accurate records on attendance at school, telephoning parents for further information or clarification. To produce registers and data on attendance, as required.

First Aid

- Attend to all pupils coming to the medical room. Provide first aid where appropriate, request further medical help if necessary and/or contact parents to arrange for pupils to go home. It is a mandatory requirement for the post holder to acquire a first aid certificate if not already held, and to keep this up to date.
- Become familiar with all Health and Safety regulations and complete necessary forms in the event of accidents.
- Maintain first aid supplies.

Staffing

- To book staff training courses as required.
- To process staff absence requests and staff illness records.
- To arrange supply cover for absent teaching staff, in consultation with the head teacher.

In addition to the duties outlined above, the post holder will also be expected to undertake any duties appropriate to the grade that might be required by the Headteacher.

DATA QUALITY

Council staff

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Other information:

- Disclosure type: enhanced.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Will be required to undertake safeguarding training at appropriate level to the role.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

October 2017

GENERIC PERSON SPECIFICATION - SCHOOLS

Job information as shown on organisation chart

Job Title: Administrative Assistant – L3		Post No: GEN19	Grade: HC4
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria		Method of Assessment*
Experience	• Experience of working in a clerical/administrative role. • Some experience of working within a school (either in a paid or voluntary capacity). • Experience of dealing with members of the public.		AF, I
Skills and Abilities <i>Including personal attributes</i>	• Able to communicate effectively with parents, pupils and visitors to the school. • Good knowledge of Word, Excel and/or SIMS. • Well-organised and flexible approach to work. Ability to prioritise. • Ability to work constructively and supportively as part of a team. • Good attention to detail. • Able to work largely on one's own initiative.		AF, I
Qualifications and Training <i>including professional qualifications</i>	• GCSE Maths and English, Grade C or above, or equivalent or • British regulated qualification framework level 2 and above or • International English language testing system (IELTS) score of 5.0 • RSA 2 in word processing (or equivalent) • First Aid Qualification or willingness to undertake training, if appropriate.		AF Fluency Duty -The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.
Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	• Commitment to working with young people. • Willingness to work in support of the inclusive ethos of the school. • Enthusiastic attitude. • Organised and practical. • Ability to work quickly to process large volumes of work. • Ability to use own initiative and discretion. • DBS clearance at enhanced level.		I DBS Police Check
Line Manager Signature: Date:			

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

October 2017