

The Brickfields Trust Job Description

Job Title: School Receptionist/Office Assistant

Grade point: Scale 4 Point 6-7

Reports to: Business Manager

Liaison with: Head of School, admin team, other staff, pupils, parents, external agencies

Purpose of the job: To provide a professional receptionist service to the school and assist in all admin tasks.

Welfare

- To administer first aid to pupils as required, in keeping with the school's policy and order first aid supplies as necessary, maintaining all records and reporting to RIDDOR if necessary.
- To liaise with parents regarding pupils' sickness/injury
- To assist with visits from nurse, dentist etc
- To assist with the general welfare of pupils

Reception

- To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate, when Receptionist away from desk
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitor's book
- To accept and sign for deliveries as appropriate
- To provide hospitality for visitors to the school

Clerical

- To undertake typing and word processing as required
- To maintain the school diary
- To be responsible for the sorting and distributing of emails, the sending of outgoing post, including the purchase of stamps
- To provide general clerical support as required
- To be responsible for the preparation and maintenance of the manual and computerised pupil data records, (SIMS) Admissions/leavers and the sending of CTFs
- To assist with the monitoring and maintenance of stock and requesting the order of supplies as necessary
- To organise first day cover of staff and record all staff absence
- To organise, manage the booking and administer School Trips liaising with teachers. Ensure best value, and keep records of costs to ensure breakeven point is reached
- Organise and manage all school clubs

Finance

- To oversee the collection of dinner monies and completion of all catering returns for school meals and free school meals and liaison with parents
- Ensure debts are chased and report to Finance Officer or SBM any unpaid debt
- To collect, record and issue receipts for other monies as required, including school uniform, trips, and photographs
- To prepare monies for banking – when required
- To make the monthly milk claim
- Liaise with relevant staff to organise swimming lessons/timetable/collection of monies

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Trustees are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.
- 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.

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of administrative work in a busy office environment First Aid Qualification SIMS knowledge
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures Knowledge of H&S policy and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use photocopier Ability to use word processor and basic databases
Communication	Written	Ability to complete forms, write routine letter
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Working knowledge and good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role