



BOCKING CHURCH STREET PRIMARY SCHOOL

Be Respectful Be Ready Be Resilient Be Responsible Be Resourceful Be Reflective Be Remarkable



Job Description School Administrator and Receptionist

Job Title	School Administrator and Receptionist
Grade	Band 2 Mid
Reports to	Headteacher, Deputy Headteacher and School Business Manager
Liaison with	All Staff
Job Purpose	<ul style="list-style-type: none">• To ensure the provision of a pleasant and welcoming reception• To provide effective and efficient clerical support to the school, including some finance• To provide a high quality of welfare support to the school
Duties	<p>Reception</p> <ul style="list-style-type: none">• To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate• To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing in of visitor's• To accept and sign for deliveries as appropriate and ensure items are stored away in good time• To provide hospitality for visitors to the school <p>Welfare</p> <ul style="list-style-type: none">• To administer first aid to pupils as required, in keeping with the school's policy and order first aid supplies as 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 <p>Clerical</p> <ul style="list-style-type: none">• To undertake typing and word processing as required• To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier• To maintain the school diary• To be responsible for the sorting and distributing of incoming post and the sending of outgoing post, including the purchase of stamps• To provide general clerical support as required, including proof reading, producing the weekly newsletter, submission of meter readings• To be responsible for the preparation and maintenance of the manual and computerised pupil data records, including attendance details• To assist with the monitoring and maintenance of stock and order supplies as necessary• To assist with the administration of school visits and after school clubs in liaison with the teaching staff



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	<p>Financial</p> <ul style="list-style-type: none">• To be responsible for the collection of dinner monies and completion of all catering returns for school meals and free school meals and liaison with parents• To collect, record and issue receipts for other monies as required, including school uniform, trips, and photographs• To prepare monies for banking• To assist with financial administration such as placing orders, invoicing, collecting monies, issuing receipts etc• To be responsible for the administration of school fund accounts• To be responsible maintaining computerised financial packages• To carry out all financial administration in accordance with appropriate LA and school financial regulations and policies <p>Personnel</p> <ul style="list-style-type: none">• To process overtime payments
General	<ul style="list-style-type: none">• 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 & safety in the workplace• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects 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



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General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of reception work/school office work Educated to NVQ Level 2 or equivalent Completion of DCSF Induction programme
	Knowledge of relevant policies and procedures	General understanding of the operation of a school
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use photocopier Ability to use Microsoft Word, Excel and Publisher
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
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
	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
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
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic 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