

Lee Chapel Primary School & Nursery

JOB DESCRIPTION

Title of Post: Receptionist/Administrative Assistant

Salary Scale: Scale 2 Point 3

Responsible to: Headteacher - Mrs Susan Jackson

Hours: 20 Hours per week - 12:45pm to 4:45pm
38 weeks per year

Main Purpose of Job: To provide an effective and efficient administrative and welfare support to the school and Headteacher. Undertake pupil-related and other administrative work to ensure an efficient and effective administrative service for the school.

Particular Duties for Receptionist/Administrative Assistant Role at Lee Chapel Primary School:

Reception

- 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 signing of the visitor's book and issuing of visitor's badges.
- To accept and sign for deliveries as appropriate.
- To provide hospitality for visitors to the school.
- To ensure all visitors complete our COVID-19 Track & Trace contact sheet.

Administrative

- To be responsible for the School's Inventory.
- To deal with School Money queries.
- To assist with the preparation and maintenance of the manual and computerised pupil data records.
- To assist with reprographic work (including assessment papers).
- To monitor the admin e-mail account: reply to messages in a timely manner or send on to the appropriate member of staff.
- To undertake typing and word processing as required (including producing standard-form letters).
- To undertake filing and general clerical duties.
- To assist the Office Manager and Headteacher's PA with ad-hoc admin tasks as necessary (including assisting with new starter administration and file preparation).

Welfare

- To be responsible for checking attendance at after-school clubs and contacting parents of children who have not attended to establish their whereabouts.
- To monitor the school's "Injury Log" e-mail account and contact parents regarding injuries, where appropriate.
- To administer first aid to pupils as required, in keeping with the school's policy, and order first aid supplies as necessary.
- To assist with visits by School Nurse, Speech and Language Therapists and Specialist Teachers.

The duties may be varied to meet changing circumstances in a manner compatible with the post held and other such duties the Headteacher might reasonably require. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.