

Chapel Hill Primary School & Nursery

JOB DESCRIPTION

Title of Post: Reception & Administrative Assistant

Salary Scale: Scale 2 Point 4

Responsible to: Headteacher - Mrs Susan Jackson

Hours: 37 hours per week, term-time only (30-minute unpaid lunch break)
8:15 a.m. - 4:15pm (Monday to Thursday)
8:15 a.m. - 3:45pm (Friday)

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 Reception & Administrative Assistant at Chapel Hill Primary School:

Reception

- 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

Attendance

- To monitor morning and afternoon attendance via on-line registers on SIMS and cross-referring to Studybugs where necessary
- Contacting parents to establish whereabouts of absent children who have not been reported absent
- To be responsible for the school's attendance monitoring including producing reports and letters to parents when attendance falls below 95%
- To undertake the administration of holiday requests

Administrative

- To deal with School Money queries and take payments where appropriate
- Dealing with basic admissions queries and referring any more complex matters to the Admissions Officer
- To be responsible for the preparation and maintenance of the manual and computerised pupil data records
- To be responsible for checking-off orders
- To be responsible for reprographic work (including assessment papers)
- To monitor admin e-mail and Studybugs throughout the day
- To undertake filing and general clerical duties
- Assist with the typing of general school letters

Welfare

- 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 the general welfare of pupils

Lee Chapel Multi-Academy Trust



The duties may be varied to meet changed 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.

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Reception & Administrative Assistant

Date:

.....
Mrs Susan Jackson
Headteacher

Date:

Lee Chapel Multi-Academy Trust



LEE CHAPEL
MULTI-ACADEMY TRUST

Lee Chapel Multi Academy Trust is a charitable company limited by guarantee and registered in England and Wales with company number 07673871.
The registered office is at Lee Chapel Primary School, The Knares, Basildon, Essex, SS16 5RU.