|  |  |  |
| --- | --- | --- |
| |  | | --- | | East Coker Primary School **Administrative Officer & Reception Assistant Job Description** |  Employment details | |
| Employee’s Name: |  |
| Job title: | Administrative Officer & Reception Assistant |
| Reports to (job title): | The Head Teacher |
| Type of position: | School Admin and Receptionist |
| Hours of work: | 34.5 Monday to Thursday, 8am-1.30pm Friday |
| Level and scale point: | Grade 14 |
| Job purpose:   * Support the Head Teacher and Office Team with all aspects of the development and effective operation of the office administration and reception duties within the School. * Provide an efficient and effective administrative support service to ensure compliance with LA and school requirements and other general administrative duties ensuring tasks are completed within the deadlines set with accuracy and attention to detail. | |
| Main duties/responsibilities | |
| **Key Tasks** | |
| Follow the school’s ethos and its objectives, policies and procedures as agreed by the Governing Body | |
| Meet expected deadlines and pay attention to detail | |
| **Reception** | |
| Greet visitors, ascertain purpose of the visit. Ensure school security arrangements are always complied with, including the issue of visitor’s badges and signing of the visitor’s book | |
| Answer telephone and emails and responds to routine enquires and if appropriate contacts a member of staff to respond to them | |
| Contact emergency contact number in response to issues such as child illness, arrange pupil collection if being picked up early | |
| Ensure registers are up to date and follow up any absences as soon as possible, keeping the designated safeguarding lead, attendance lead and class teacher informed. | |
| Accept, sign and check delivery notes when dealing with deliveries | |
| Issue medicines in line with medical policy and assist with the general welfare of the pupils | |
| Occasionally manage hospitality for visitors to the school e.g. lunch during interviews | |
| Manage the school post | |
| **Administration** | |
| Carry out general admin duties including managing the school app and updating information on the school website if required. | |
| Manage pupil data and ensure School Census is completed | |
| Manage the online systems such as wrap around care and parent meetings | |
| Support with DBS applications | |
| Support with external visits management such as transport bookings and collating visit medical forms | |
| Order administrative supplies | |
| Oversee booking for Health and Safety staff training e.g. Book First Aid Training | |
| Participate in the School’s Appraisal Scheme | |
| Follow and keep up to date with school Safeguarding and Health and Safety protocols and training. | |
| Undertake a range of other administrative procedures/duties as required by the Head Teacher | |
| **Supporting Processes** | |
| Prioritise workload to ensure tasks are completed within appropriate deadlines | |
| Ensure accuracy and attention to detail in all aspects of the role | |
| Exercise discretion and tact to ensure smooth operation whilst working within agreed procedures | |
| Deals with changing and conflicting deadlines, both internal and external to the school with frequent interruptions to work | |
| Deals with members of the public | |

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes. This job description will be reviewed every three years.

**Signed** .................................…………………….…..( Headteacher) **Date**..........................................

**Signed**..................................………………………... **Date**..........................................

|  |
| --- |
| **East Coker Primary**  **Administrative & Reception Assistant Job Description**  **Person Specification** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Evidence** |
| **Experience** | * Experience working in a primary school setting * Experience using computers |  | A, I, D |
| **Qualifications** | * GCSE Grade C/4 or above in Maths and English |  | A, I, R |
| **Special skills and interests** | * Ability to work in a confidential manner * Ability to record and pass on information accurately * Good IT Skills * Ability to communicate well with adults and children in a friendly and professional manner. * Understanding of the importance of safeguarding in schools * Ability to deal with sensitive issues in a confidential and professional manner |  | A, I |
| **Personal Qualities & Attributes:** | * Diplomacy and tact * Good attention to detail * Good at prioritising their work and effective time management * Ability to follow school procedures and protocols * Ability to work well as part of a team and follow direction as well as work independently * Willingness to take on a range of tasks and utilise a range of skills * Good sense of humour * Has high standards of self and others * Integrity, loyalty * Flexibility |  | I, R |

**Evidence**

A = Assessed at application

I = Assessed at interview

R = Assessed through references

D = Assessed through supporting documents at interview