

LEIGHTON PRIMARY SCHOOL JOB DESCRIPTION - RECEPTIONIST & ADMIN ASSISTANT

POST TITLE	RECEPTIONIST & ADMIN ASSISTANT
POST HOLDER	
SALARY/HOURS	GRADE 6 Mon-Fri 8.15am-3.45pm
REPORTING TO	HR MANAGER



Document Control		
Date	Notes	Initials

Purpose of the job: To support the aims and ethos of the school by providing an administrative service within the school in particular to support the collection, storage and retrieval of pupil information to ensure the legal requirements are met, parents are informed and the required management information is available to the school.

Daily Responsibilities

Lunches

1. Manage the lunch ordering process
2. Liaise with school kitchen giving numbers for lunches/dietary requirements and ensure that all relevant systems are completed in accordance with school requirements.
3. Ensure the applications of pupils for Free School Meals (FSM) are processed and monitored in accordance with LA guidelines. Maintain effective School records.
4. Ensuring that dinner registers are in line with numbers. Inputting these onto Parentpay and printing reports for kitchen and staff
5. Updating Parentpay with numbers and checking for payments. Printing dinner registers for classes
6. Chase for overdue payments and debts in line with the school debt policy
7. Order and process FSM vouchers

ParentPay

8. Manage and own all things ParentPay
9. Using the clubs module adding clubs on and producing registers for clubs
10. Chase for overdue payments and debts in line with the school debt policy
11. Assist parents with Parentpay when needed
12. Run year end and new year processes

Attendance

13. Occasional logging of daily pupil attendance
14. Call parents and enquire why children are absent
15. Occasionally update children attendance on MIS system

General

16. To act as the first point of contact for the school: welcoming visitors and responding to telephone and email enquiries in a helpful and constructive manner and ensuring that appropriate actions are taken in a timely manner.
17. Ensure the school's safeguarding procedures are followed at all times and statutory requirements are met.
18. Ensuring the safe arrival and release of children to designated local authority transport/taxis/Parent Carers etc
19. Ensure staff are made aware of any changes to collection of children
20. Ensuring the safety and security of the school at all times, and entry to the premises controlled. Ensuring that all visitors sign in and have a visitor lanyard.
21. Communicating with parents regarding all aspects of school life, receiving and passing on information, between parents and teachers.
22. Maintain the daily club registers on the MIS system communicating this to the club coordinators.
23. Assisting with all admissions related tasks, including parent letters, pupil certificates etc.
24. Maintaining and updating school information, records and databases adhering to GDPR regulations
25. Receive, sort and distribute all packages, deliveries and mail.
26. Ensuring that the reception area is kept smart and tidy and that notice boards are kept up to date.
27. Assisting in the production of the weekly parent newsletter and other school notices, posters and school publications.

28. Assisting with various administrative tasks and duties, utilising Google, Excel, Gmail and keeping the schools MIS system is updated with children's information (training will be provided).

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

I have read and understood the job description for my role at Leighton Primary School.

Post Holder Signature _____ **Date** _____

Headteacher Signature _____ **Date** _____

PERSON SPECIFICATION

Criteria	Qualities	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> GCSE English and Maths or equivalent 	X	
Experience	<ul style="list-style-type: none"> School administration and working in a busy environment Communicating with parents and professionals in a calm, professional manner Dealing with and managing difficult conversations Liaising with a range of professionals via telephone and email 	X X X X	
Skills and knowledge	<ul style="list-style-type: none"> Competent in the use of IT word processing skills Using Google suite of administrative tools Using ParentPay Effective communication and interpersonal skills Have difficult conversations while managing debt Managing a diary Minute taking Formulation of letters on behalf of the organisation 	X X X X X X	X X
Personal qualities	<ul style="list-style-type: none"> Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the asset, financial probity and reputation of the school Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality 	X X X X X	