

The Bemrose School

Reception and Administration Assistant post - Scale 3

Job Description

Weekly hours 37

8:00am - 4:00pm Monday – Thursday, 8:00am - 3:30pm Friday
(30 minute lunch break to be taken)

Weeks p.a. 39

Managed by Administration Team Leader

Key Generic Purpose

The post holder will:

- Act as the school's receptionist undertaking clerical work as required
- Administer First Aid as necessary
- Manage the smooth and efficient operation of reception
- Be able to work independently and be a team player to support the successful work of the school
- To promote and safeguard the welfare of all children.

Job Description

- To be responsible for the first point of contact for visitors to the school
- Operate the school's telephone switchboard – conveying messages, filtering calls via email and telephone
- Open post daily, sort and distribute accordingly
- Provide general administrative support – producing letters, reports, passes and certificates as requested
- To support primary attendance
- Type up any letters from staff, photocopy and distribute these resources to staff or direct communication to home with or for children
- To support the primary in-year admissions – including nursery
- Provide a reprographic service for staff as required
- Send out communications via Groupcall or other platforms that the school operates
- First Aid administration and informing parents where necessary.
- Transfer school dinner numbers to kitchen staff

Specific Responsibilities

- Act as the first friendly point of contact for all parents and other visitors to the school, ensuring that they are all dealt with in a professional manner.
- Operate the telephone switchboard, directing or filtering calls as appropriate and taking and conveying messages for members of staff and pupils as required.

- Ensure that all visitors and pupils arriving late or leaving early comply with the schools signing in procedures.
- To receive and process deliveries keeping the reception area clear and tidy at all times.
- Arrange delivery or collection of articles left at school by pupils, parents or staff
- To control the incoming flow of traffic using the barrier system
- Maintain an up-to-date First Aid Certificate (training provided)
- Administer First Aid and oversee medication taken by pupils.
- In the event of an emergency, contact parent/carers as required.
- Collate each day pupil numbers taking school meals and notify the catering department. Edit meal patterns in respect of themed lunches, parent lunches and Christmas dinner.
- Primary in-year admissions – passing on admission packs to families of new intake, arrange induction meetings with parents, liaising with Head of Primary Phase and SENCOs regarding class allocation, additional needs or behaviour concerns.
- Nursery Provision and Reception Transition – Liaising with the Head of Primary phase and EYFS lead regarding the allocation of places. Keeping a waiting list database of parent enquires for nursery , arranging visits to the nursery and arranging the induction process when places have been allocated. Checking eligibility for nursery 30 hrs extended entitlement to ensure we receive the correct amount of funding for each child each full term & updating of online portals with pupil data for nursery and reception children as and when required.
- Providing general administrative support to ensure information about new admissions are correctly recorded on the schools MIS system and communicated with relevant staff.
- Supporting school health visits and immunisations.
- Chase dinner money debts.
- To complete daily phone calls home to find out why children are not in school. To ensure registers are kept up-to-date. Liaise with the attendance officer.
- Use of e-communications alongside the home/school messaging service
- Management of offsite visits to include the collation of trip permission slips, finance and chase any outstanding payments.
- Maintain school clubs' calendar and registers.
- Use the schools' Management Information System for the day-to-day life of a child and access pupil information
- Use email or other communication systems to contact staff and relay messages to pupils for the smooth running of the school
- Supporting any other reasonable request made by the Executive Headteacher, Heads of School and/or Administrative Team Leader.

A flexible approach will be required