



Primary School

## Job Description

### Vacancy Reference No:

<b>Job Title:</b>	Clerical Assistant/Receptionist	<b>Job Number:</b>	L3014D
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>	1010422
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 2
<b>Location:</b>	Earlsdon Primary School	<b>Hours:</b>	35 hrs p/w TTO

### Job Purpose:

To work as part of a busy team under the direction of the School Business Manager, providing a professional reception service. The post also entails providing efficient and pro-active clerical and administrative support for the school.

### Main Duties and Responsibilities:

- Ensure all visitors are welcomed to the school in a professional and courteous manner, directing them to sign in on the Entrysign system.
- Deal with enquiries and assist pupils, parents and outside agencies as appropriate.
- Deal with internal and external telephone calls, filtering calls as necessary and taking messages as required.
- Monitor incoming admin emails, filtering and forwarding to the correct recipient.
- Ensure Security, Safeguarding and Health and Safety procedures are followed for all visitors.
- Make appointments when necessary, maintaining office diaries.
- Distribute post and parcels to the relevant area of the school, recording delivery notes in FMS.
- Make phone calls to parents, outside agencies and the LA following under the direction of the SBM or Headteacher.
- Undertake procedures for contacting parents in the event of a child's illness or accident, deal with children in cases of sickness or emergency.
- Generate AM and PM school registers, recording late pupils and daily meal requirements.
- Record daily school meal requirements and convey numbers to the Chef in a timely manner.

- Ensure accurate signing in and out procedures are maintained when pupils arrive late, leave early or attend trips and visits.
- Generate and distribute registers for after school provision and clubs, on a daily basis.
- Input bookings and payments into the school's online payment system.
- Ensure DBS documentation is obtained and recorded in a timely and appropriate manner.
- Prepare external post for collection and maintain postage records.
- Undertake word processing, photocopying and collating as directed.
- Assist with the checking and processing of invoices onto SIMS FMS.
- Assist with the checking of basic enquiries and updates relating to student data and input when required onto SIMS.net.
- Compose letters where appropriate for signing by senior staff.
- Ensure notice boards are updated and stocks of current pamphlets/newsletters/trip forms etc. are available in reception area.
- Maintain stocks of school stationery and paper, generating orders for approval by the School Business Manager
- Maintain adequate supplies of first aid items, ordering as necessary under the guidance of the School Business Manager and replenish and audit first aid boxes every half term.
- Maintain filing system within the school office for all documents and general correspondence to the school.
- Ensure that the reception office is tidy and ordered at all times, providing an excellent impression for visitors.
- Any other duties and responsibilities within the range of the salary grade.

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

All posts within this School are exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon receipt of a satisfactory response to a check of police records via The Criminal Records Bureau.

All duties and responsibilities must be carried out with due regard to the City Council's Health & Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines (Data Protection Act 1998).

Post holder will be expected to comply with the School's Acceptable Use of ICT Policy.

**Responsible to:** Headteacher and School Business Manager