

# Job Description

**Vacancy Reference No:**

<b>Job Title:</b>	Receptionist/Admin Assistant	<b>Job Number:</b>	L3028D
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>	
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 2
<b>Location:</b>	Templars' Primary School		

**Job Purpose:**

Under the direction of the School Business Manager, work as part of a busy team to provide an efficient and effective reception and clerical support service to the school, ensuring confidentiality is maintained at all times.

**Main Duties and Responsibilities:****Reception and Admin Duties**

- Provide a professional front of house service dealing with enquiries and assisting pupils, parents and outside agencies according to office systems
- Deal with internal and make external telephone calls in an appropriate manner, filtering calls as necessary, taking messages as required.
- Use text messaging service to notify Parents and update messages received
- Ensure security and safeguarding procedures are followed for all visitors.
- Ensure school visitor sign in via the electronic sign in system.
- Make appointments when necessary, maintaining both manual and electronic office diaries
- Be responsible for dealing with the daily distribution of post both incoming and outgoing
- Receive and accept deliveries according to office procedures
- Undertake word processing for whole school as requested; including certificates, induction starter packs, admission forms, registers, letters and notices, and provide a clerical service with duties such as photocopying, laminating and scan information as directed by school staff.
- Maintain the information boards within the school premises, displaying information of interest to parents such as weekly newsletters, brochures and leaflets.
- Ensure school photocopiers are supplied with paper, ordering toners and cartridges as required. Telephone repair requests as requested by school staff.
- Book mini busses for trips.
- Set up electronic system for Parent's Evenings.
- Collect, collate and ensure all consent forms are received for school trips.
- Ensure the tidiness and general appearance of the Reception area is maintained to a high standard.
- Assist staff with administration tasks as required.

**School Meals**

- Be responsible for collating and recording daily pupil meal information on Bromcom relating to dietary requirements, free school meals, staff dinner money payments etc
- Complete the daily recording of school meals following procedures and policies using the school registers - Using ParentPay.
- Produce relevant reports and registers for catering staff, lunchtime supervisory assistants and admin team
- Monitor pupil meals and amend where necessary after the lunchtime period

- Collate, record and present pupil menu choices information throughout the academic year
- Update pupil menus with changes as required including dietary requirements, changes to sittings, new pupils etc

### **Pupil Records**

- Be responsible for the maintenance of all pupil information records on Bromcom ensuring data is relevant and accurate such as: priority contacts, home and mobile numbers, family links and UPNs
- Maintain and update pupil record systems, ensuring that emergency contact details are up to date and consent forms for pupils have been received and filed appropriately.

### **Assisting with Supply Cover**

- Check weekly supply timesheets

Any other duties and responsibilities within the range of the salary grade.

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All duties and responsibilities must be carried out with due regard to the City Council's Health and 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 processing of any personal data must be undertaken within the corporate data protection guidelines.

This job description may be amended at any time, following consultation between the School Business Manager or Headteacher and the Post-holder. It will be reviewed annually.

**Responsible to:** School Business Manager

**Reviewed:** May 2025

Hours and pattern of work as follows: Monday & Tuesday 8.00am – 4.30pm term time only.

# Person Specification

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<b>Location:</b>	Templars' Primary School		

	Job Requirements
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• An understanding of administrative procedures.</li> <li>• An ability to use all office equipment within the context of Health and Safety Regulations.</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Able to be a supportive member of a team.</li> <li>• Able to communicate, and enjoy working, with children in a sensitive and caring manner within a multicultural setting.</li> <li>• Able to prioritise and organise workload to meet deadlines and remain calm under pressure.</li> <li>• Able to liaise and communicate effectively with staff, parents, children and others by telephone and on an interpersonal level, to obtain and give information in a courteous way and to resolve queries and filter callers where appropriate.</li> <li>• Able to sort, identify, classify, record and file accurately in alphabetical, numerical and subject order.</li> <li>• Able to record and present information in a neat and legible way.</li> <li>• Able to support the provision of secretarial services, e.g. maintain diary, book appointments, take messages and arrange meetings.</li> <li>• Able to stay calm with difficult visitors and follow agreed guidelines for such situations.</li> <li>• Able to operate office equipment such as photocopier etc.</li> <li>• Able to recognise the importance of, and maintain security and confidentiality within, the guidelines of the Child Protection Act.</li> <li>• Able and willing to undertake staff training and development courses.</li> <li>• Possess a good sense of humour.</li> </ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Proven clerical background covering activities such as filing, maintenance of records, using the telephone, dealing with people.</li> <li>• Maintenance of financial records.</li> </ul>
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<b>Educational:</b>	Good level of education
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**Special  
Requirements:**

- This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring check will be required prior to appointment.