



CHRIST THE KING CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION

Job Title: Receptionist/Clerical Assistant

Job Number: L3028D

Grade: 2

Hours: 25 39 weeks

Job Purpose

Under the direction of the School Admin 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 Arbor, Parent Mail and text/email messaging service to notify Parents and update messages received
 - Ensure security and safeguarding procedures are followed for all visitors.
 - Ensure school visitors sign in and make necessary checks
 - 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
 - Ensure the tidiness and general appearance of the Reception Area is maintained to a high standard
 - Undertake word processing for whole school as requested; including newsletters, certificates, induction starter packs, school prospectus, admission forms, registers, letters and notices, and provide a clerical service with duties such as photocopying, laminating and emailing of information as directed by school staff.
 - Be responsible for collating and presenting information on the weekly newsletter, distributing to parents, staff and governors.
 - Maintain the information boards within the school premises, displaying information of interest to parents such as weekly newsletters, brochures and leaflets.
 - Receive, receipt and record correctly any cash collected in the school office
 - Assist with maintaining school stationery supplies, completing order forms when necessary
 - Ensure school photocopiers are supplied with paper, ordering toners and cartridges as required. Telephone repair requests as requested by school staff.
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School Meals

- Be responsible for collating and recording pupil information on Arbor relating to dietary requirements, free school meals, dinner money payments etc
- Complete the daily recording of school meals following procedures and policies using the school registers
- 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
- Be responsible for completing dinner money procedures daily and preparing reports to show collection of monies on a weekly basis
- Assist the Admin Manager to check catering invoices against meals provided to staff and children on a monthly basis to ensure accuracy on system
- Implement school debt procedures when necessary and under the direction of the Admin Manager (debts checked on a weekly basis) e.g. telephoning parents, sending a text message, typing and sending out letters
- Keep up-to-date records of the Free School Meals on Arbor as required
- Assist parents with Free School Meals claim as required. Notify parents if and when their claim has been successful or not and chase up payment or provide a refund if necessary
- Be responsible for year-end processes of Dinner Money

Pupil Records

- Be responsible for the maintenance of all pupil information records on Arbor ensuring data is relevant and accurate such as: priority contacts, home and mobile numbers, family links and UPNs
 - Maintain and update pupil record systems e.g. yellow files and data collection sheets, ensuring that emergency contact details are up to date and consent forms for pupils have been received and filed appropriately
 - Be responsible for collating and recording of pupil information for the processes relating to Nursery, Reception and whole school admissions liaising with other staff including the Learning Mentor, Early Years Teachers and others for start dates/induction dates, and sharing pupil information. Liaise with Learning Mentor for all new pupil admissions to school ensuring all admission documents are completed correctly
 - Be responsible for issuing UPNs for new admissions, and requesting when necessary pupil information from other schools. Ensure all pupil paper files are received from previous schools.
 - Be responsible for updating pupil attendance on Arbor, check and record attendance, print absence sheets and update pupil absences with reasons, track lateness and input minutes late on Arbor and provide reports on pupil attendance for staff as required.
 - Ensure CTFs are exported and imported correctly and in a timely manner for children arriving and leaving school. Ensure pupil records are safely transferred to prospective schools when required
 - Produce a variety of reports when requested for pupil data analysis
 - Assist as requested with information relating to completing the Pupil Census, producing reports if necessary
 - Assist the Admin Manager or Before and After School Club Leader with pupil information relating to attendance in after school clubs, music lessons, trips, setting up registers, lists and payments collections as directed.
 - To raise half termly before and after school invoice fees and chase payments where necessary.
 - Assist with year-end processes and the setting up of the new academic year
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Assisting with Supply Cover

- Liaise with supply agencies on behalf of the Head Teacher where necessary
- Notify all relevant staff of any changes to pre-arranged supply cover
- Maintain a record of supply for audit and safeguarding purposes

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

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 GDPR guidelines.

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

Responsible to: Admin Manager
Reviewed: September 2022