



Job Description

Vacancy Reference No:**Job Title:** Receptionist/Clerical Assistant**Job Number:****Directorate:** People**Post Number:****Service:** Services for Schools**Grade:** 2**Location:** Gosford Park Primary School**Job Purpose:**

To provide a professional administrative support to the Headteacher and leadership team and ensure the provision of an efficient pro-active administrative support service to the school. To work as part of a busy team under the direction of the senior administrative assistant and School Business Manager.

Main Duties and Responsibilities:**Reception Duties**

- Deal with enquiries and assist pupils, parents and outside agencies according to office systems
- Deal with internal and external telephone calls in an appropriate manner, filtering calls as necessary, taking messages as required.
- Ensure security and safeguarding procedures are followed for all visitors.
- Make appointments when possible, maintaining office diaries
- Deal with the daily distribution of post to the relevant people
- Receive and accept deliveries according to office procedures
- Assist with checking of deliveries for distribution to the relevant budget holders
- Make phone calls to parents, outside agencies and the Local Authority following all office procedures on confidentially
- Ensure the tidiness and general appearance of the Reception Office is maintained to a high standard

School Meals

- Complete the daily recording of school meals following procedures and policies
- Produce relevant reports for catering staff and lunchtime supervisory assistants
- Monitor meals and amend when necessary after the lunchtime period
- Complete cash handling procedures daily and banking procedures weekly
- Implement debtors procedures when necessary
- Download Free School Meals file from common transfer internet site weekly, monitor and up-date SIMS.net as required

Organising School Visits

- Assist teaching staff in the organising and booking of school visits including venue, coaches, insurance and meals if required, ensuring procedures and policies are followed
- Check cash collection sheets and transfer information onto summary sheets for the Senior Administration Assistant to enter on FMS6 Finance

Assisting with Sims.net

- Assist with the up-dating of Sims.net
- Assist with checking and entering Data Collection Forms annually
- Ensure all documents are posted on time to relevant departments and outside agencies
- Ensure all documents for new pupils are received in school within deadlines
- Produce and circulate daily absence reports to monitor school attendance

School Uniform

- Assist parents with the purchase of school uniform following recommendations on cash handling
- Assist with stock control
- Ensure deliveries are checked and stored correctly
- Provide parents with information on cost and availability of uniform

Before and After School Activities

- Advertise extracurricular activities as required
- Maintain a record of children involved in all activities and inform parents when children have been allocated a place in any before or after school club
- Collect payment for all activities and maintain a payment record following procedures
- Ensure money collected is passed to the Senior Administrative Assistant for banking on a weekly basis
- Ensure parents/carers are contacted in a timely manner should an activity be cancelled

School Newsletter and Website

- Produce the school weekly newsletter using content provided by the Headteacher
- Reproduce school newsletter and ensure distribution to all classrooms
- Carry out day to day changes to school website as directed by Headteacher or School Business Manager

General Administration

- Maintain the filing system within the administration system for all documents and general correspondence for the school
- Complete processes for preparing letters and documents for posting
- Distribute pay slips
- Assist staff with administration tasks as required
- Photocopy and print documents as required and ensure duplicating machines are in working order
- Assist with the preparation and issue of recruitment information packs to prospective applicants, obtaining references in advance of interview process and recording ethnic information for the LA
- Word process documents as required
- Ensure school mobile phones are charged and have credit balances
- Receive dinner money, visit money and payments for extracurricular activities from parents and ensure cash handling procedures are followed.

Health & safety

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required

- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Safeguarding

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

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.

Responsible for:

Responsible to: Senior Admin Assistant/School Business Manager

Date Reviewed: October 2019

Updated:



Person Specification

Job Title:	Receptionist/Clerical Assistant	Job Number:	
Directorate:	People	Post Number:	
Service:	Services to Schools	Grade:	2
Location:	Gosford Park Primary School		

Area	Description
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Knowledge:	<ul style="list-style-type: none"> Word processing including Microsoft Word
	<ul style="list-style-type: none"> E-mail, Excel, PowerPoint, Publisher and the Internet
	<ul style="list-style-type: none"> Knowledge of SIMS modules (SIMS.net and FMS6) an advantage but not essential

Skills and Abilities:	<ul style="list-style-type: none"> Able to maintain confidentiality
	<ul style="list-style-type: none"> Able to demonstrate a good standard of written and spoken English and numeracy skills
	<ul style="list-style-type: none"> Able to use a telephone
	<ul style="list-style-type: none"> Able to use photocopying and reprographic equipment
	<ul style="list-style-type: none"> Able to provide a high standard of clerical support
	<ul style="list-style-type: none"> Able to maintain diaries, electronic and manual as required
	<ul style="list-style-type: none"> Able to liaise and communicate effectively with other departments and external bodies at all levels
	<ul style="list-style-type: none"> Able to communicate well with children and parents
	<ul style="list-style-type: none"> Able to communicate effectively with other team members
	<ul style="list-style-type: none"> Able to prioritise own workload
	<ul style="list-style-type: none"> Able to meet tight deadlines
	<ul style="list-style-type: none"> Able to systematically process callers, enquirers, work requests and cope with interruptions
	<ul style="list-style-type: none"> Able to record and reconcile income
	<ul style="list-style-type: none"> Have a flexible approach and a willingness to offer help
	<ul style="list-style-type: none"> Able to provide support in other areas when required
	<ul style="list-style-type: none"> Willingness to undertake training on SIMS modules

Experience:	<ul style="list-style-type: none"> Experience in a clerical role, undertaking such tasks as reception duties, word processing, filing and dealing with post distribution
	<ul style="list-style-type: none"> Working within a team environment
	<ul style="list-style-type: none"> Providing personal assistant/secretarial support
	<ul style="list-style-type: none"> Working with young people
	<ul style="list-style-type: none"> Cash handling and completing forms
	<ul style="list-style-type: none"> Use of computers (particularly for word processing) and other office equipment

Educational:	<ul style="list-style-type: none"> A sound educational background
	<ul style="list-style-type: none"> Good literacy and numeracy skills
	<ul style="list-style-type: none"> NVQ level 2 or 3 or equivalent

Special Requirements:	<ul style="list-style-type: none">• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.
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Date Reviewed: October 2019

Updated: