

Job Description

Vacancy Reference No:

Job Title:	Receptionist/Clerical Assistant	Job Number:	L3028D
Directorate:	Children, Learning and Young People	Post Number:	1027649
Service:	Services for Schools	Grade:	Grade 2
Location:	Mount Nod Primary School		

Job Purpose:

Under the direction of the 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 and welcoming front of house service to all 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 and relaying messages as required.
- Managing the school admin email, checking, filtering and distributing emails as necessary to ensure an efficient and effective sharing of information.
- Ensure all information is handled in compliance with General Data Protection Regulation and confidential data is not compromised.
- Use the text and email messaging service to notify Parents and update messages received.
- Add information to the school calendar
- Ensure security and safeguarding procedures are followed for all visitors.
- 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, accept and record deliveries according to office procedures
- Ensure the tidiness and general appearance of the Reception Area is maintained to a high standard
- Provide administrative support and 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 scanning of 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.
- Receive, receipt and record correctly cash collected in the school, ensuring this is administered in accordance with the agreed financial guidelines.
- 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.
- Assist with the online system for dinner booking and produce lists for classes.
- Support the use of parent payment system for trips and other school events

- Raise and maintain order processing and purchase invoices as directed.
- Provision of hospitality service to visitors and governors, setting up meetings as and when required.
- General office filing

Pupil Records

- Update pupil information records on the MIS system, currently SIMS.net 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.
- Requesting, when necessary, pupil information from other schools. Ensure all pupil paper files are received from previous schools.
- 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 Officer with pupil information relating to attendance in after school clubs, trips, setting up registers, lists and cash collections sheets as directed.
- Assist with year-end processes
- Any other duties and responsibilities within the range of the salary grade.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointments to these posts will be conditional upon the receipt of a satisfactory response to a check of police records via the Criminal Records Bureau.

All employees

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.

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 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.

Post holder will process and deal with data in accordance with General Data Protection Regulations.

Responsible for: designated staff in area of responsibility

Responsible to: School Business Manager

Reviewed:

Hours and pattern of work as follows:

Term time only 38 weeks

Thursday and Friday 8.30am to 4.00pm (with a 30 minute unpaid break)