



JOB DESCRIPTION

School Receptionist

Job Title:	School Receptionist	
School:	The Coombes CE Primary School	Salary: £21,575-£21,968 (FTE, subject to pay body review)
Reports To:	Operations Manager	
Grade:	3	
Employment Status:		
Permanent/Part time/ Term time only		
Hours of Work:		
Part Time – 32.5 hours per week – Monday to Friday 8:15 am to 3:45 pm		
Job Purpose		
To provide full general/financial administration support to the school and assist with resolving enquiries.		
Departmental/Team Purpose:		
The purpose of the school is to meet the educational needs of children and young people within the local community.		
Organisation Chart:		
<pre> graph TD A[Headteacher] --> B[Operations Manager] B --> C[School Receptionist] </pre>		

Scope

Financial Accountabilities

NONE

Budgets directly controlled (please state if this has been delegated to the post-holder)

Budgets monitored on day-to-day basis:

Staff Responsibilities

NONE

Number of employees managed/supervised: Number of FTE (Full Time Equivalents) employees managed/supervised:

Management of Physical Assets

Nature of physical assets directly controlled, (eg. children's home):

NONE

Details of service contracts managed:

Summary of Main Contacts.

- ✦ Parents / Carers
- ✦ Teachers /TA's
- ✦ Governors
- ✦ Other school staff
- ✦ Other professionals
- ✦ Pupils
- ✦ The Keys Academy Trust

Safeguarding Statement

We take our safeguarding responsibilities very seriously and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main Tasks/Accountabilities

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required

1. Undertake day to day administration/financial duties as directed by the line manager, including dealing with day to day correspondence, telephone calls, standard letters, emails, reports etc. Receive, distribute mail.
2. Acting as school receptionist, meet all visitors to the school, deal with general parental enquiries by telephone, taking messages and referring matters which are not of a routine nature to the appropriate person.
3. To be responsible for the typing, updating, photocopying and the distribution of reports/forms e.g. school policies, school prospectus, staff manuals etc.
4. To be responsible for ID Badge printing, recording and issuing
5. Maintain up to date pupil details in Arbor. Responsible for Arbor data collection sheets
6. Responsible for administration of school dinners in Tucasi. Dealing with the dinner registers, daily reports for kitchen, and weekly reconciliation reports for Caterlink. Communications with parents in relation to catering e.g. new menu's and menu changes.
7. Organise school visits/events, school photographer etc. Responsible for the administration of trips in Tucasi online cash office.
8. To be responsible for ParentMail administration. Act as the initial contact point for parents and staff in resolving ParentMail administrative issues.
9. To be responsible for website administration.
10. Receive and check all deliveries ensuring they tally with the order following up all errors and maintain a recording system for all orders.
11. To be responsible for updating staff fire lists as appropriate in the event of a fire evacuation, assisting in the roll call of staff and visitors.
12. To be a qualified First Aider. To be responsible for maintaining and ordering stock for first aid boxes. To liaise with First aid trainers and set up relevant training for staff. Maintain care plans, maintain annual medical permissions and the log of medication expiry dates. To be responsible for the storage and recording of all pupil medication.
13. Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
14. Attend appropriate training courses.
15. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.