



# Morley Memorial Primary School

Job Description and Person  
Specification

**Receptionist/  
Administrative Assistant**

February 2024

We hope that this recruitment pack will give you all of the information you need to complete your application for the position of Receptionist/Admin Assistant at Morley Memorial Primary School.

Please pay close attention to the advert, job description and person specification as shortlisting will be based on meeting the criteria stipulated in these documents.

Shortlisted candidates will be contacted and references sought prior to interview. Any offer of a position will be subject to satisfactory references and DBS checks.

Please forward your completed application form to [hr@morley.cambs.sch.uk](mailto:hr@morley.cambs.sch.uk)



## Job Description

<b>Post Title</b>	Receptionist/Administrative Assistant
<b>Salary</b>	SCP 5 £23,500 fte (£15,923 pro rated for term time working + one week working)
<b>Hours of Work</b>	32.5 hours per week during term time, starting at 8.30am each day
<b>Responsible to</b>	Office Manager

### **Purpose of the job**

- To actively model and promote the values and ethos of the school
- To support the Office manager in ensuring that all administrative processes are carried out to a high standard enabling the school to operate efficiently and effectively and ensure compliance with DfE and LA requirements

### **Key Responsibilities**

- To serve as the friendly, welcoming face of the school for all visitors, responding to queries from staff, parents and visitors in person, by phone and email. Contribute to maintaining the security of the site by ensuring visitors to the school are welcomed and signed in in accordance with Safeguarding procedures
- Managing incoming calls, answering queries, transferring to the appropriate extension or taking relevant messages and ensuring accurate information is passed on to staff in a timely manner.
- Checking disclosure and barring service (DBS) information and ID for all visitors to site who will be unaccompanied in the building and updating the Single Central Record (SCR) accordingly.

- Taking accurate messages and passing communications effectively and efficiently
- Opening the post and distributing to members of staff as appropriate
- Entering data into school systems
- Maintain filing systems and filing of any paper records
- Annual data collection from parents and update of MIS system
- Retrieving and posting pupil files when a child leaves the school
- Updating and maintaining the online calendars and diaries and scheduling appointments
- Using school systems such as Parentmail to send correspondence to parents and other members of the school community including as governors and staff.
- Arranges meetings, including booking rooms, for external visitors such as social worker visits
- Supporting the administrator responsible for HR with recruitment and on-boarding of new staff.

### **Other responsibilities**

- To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy
- To participate in the school's performance management scheme, ensuring that performance standards and targets are set and met within the agreed time scale
- To undertake other reasonable duties commensurate with the grade of the post

### **Conditions of service**

- The conditions of service are governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the school governors

### **Commensurate statement and Equal Opportunity**

- The post holder will undertake any other duties required commensurate with the grade and seniority of the post. S/he will be expected to undertake all duties in the context of and in compliance with the Local Authority's equal opportunities policies.

Morley Memorial Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

**Morley Memorial Primary School**

Receptionist/Admin Assistant

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● GCSE Maths and English</li> <li>● Previous experience of working in a faced paced office environment</li> <li>● Successful DBS and safeguarding clearance</li> </ul>	<ul style="list-style-type: none"> <li>● Previous experience of working in a school office</li> <li>● Relevant qualification in administration</li> </ul>
<b>General skills / experience</b>	<ul style="list-style-type: none"> <li>● Have well-developed inter-personal skills and be able to communicate confidently and effectively with a range of audiences (other professionals, staff, parents etc) in different settings (in person, on the telephone, by e-mail etc)</li> <li>● Fluent in written and spoken English</li> <li>● Demonstrate initiative and ability to work on your own as well as part of a team</li> <li>● Ability to prioritise workload, possessing excellent time management and organisational skills</li> <li>● To be able to work under pressure and meet multiple deadlines whilst still ensuring the accuracy of your work</li> <li>● Maintain confidentiality at all times</li> <li>● Committed to high standards in all areas of working life, combined with a desire and ability to promote the values and ethos of the school</li> <li>● Demonstrate resilience, determination and a positive outlook</li> <li>● Approachable, empathetic and punctual</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge and experience of procedures relating to child protection, health and safety and confidentiality</li> </ul>
<b>IT skills</b>	<ul style="list-style-type: none"> <li>● Confident and competent IT user in the use of Google Microsoft Office software, Gmail suite</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of using school specific software such as SIMS, Parentmail, Parentpay</li> </ul>