



## **Job Specification for School Receptionist/Lunchtime Supervisor**

The primary purpose of this role is to provide an effective administration service to the school in accordance with school policies as agreed by the Headteacher, SLT and Governors.

Main Duties and Responsibilities for the Receptionist role entail:

- Website updates (News, diary dates, clubs, online calendar)
- Setting up online Parents Evening schedules for parents to book via eSchools.
- To provide effective secretarial and administrative support to the school including: post, correspondence to parents, Newsletters, diary dates and staffroom notice board
- Maintaining the Arbor MIS pupil database including attendance – training will be given
- Assisting in the administration of documentation for new pupils and leavers and associated actions
- Allocation of Houses to new pupils and updates for weekly assemblies
- Provide front of house service: answering telephone calls, greeting visitors/signing in/ID checks and managing queries from all stakeholders.
- Assist with the preparation of materials for marketing events in school, prospectus updates, Welcome Packs, etc
- Maintain staff training log
- Filing pupil documentation as required.
- Wrap around Care bookings and end of day arrangement notifications to class - Fridays
- Attendance – checking morning and afternoon attendance ensuring children are recorded accurately and absences are followed up with parents in line with school policy. 6 weekly attendance report to Headteacher and termly letters to parents.
- Monitor and respond to emails on the attendance@ account, listen to messages on answerphone
- Check and monitor ordering of lunches and send reminders to parents every Thursday
- Class Dojo notifications and managing new user accounts for staff and parents
- Coordinate Clubs Timetable - termly
- GDPR consent management for pupils
- Developing office based initiatives and streamlining processes where necessary to obtain maximum time efficiencies

### Lunchtime Supervisor role

- Daily Midday Supervisor duty for lunchtime including food service during the lunchtime period
- Assisting with the set-up of the lunch hall; dining tables, banqueting and serving utensils
- Serving food to the children ensuring children with dietary requirements are carefully overseen
- Clearing down after lunch service ensuring the hall is left clear and tidy
- To undertake relevant Health & Safety training linked to the role such as manual handling, food safety, etc