



AYLWARD PRIMARY SCHOOL



Job Description

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at interval and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Post Details:	Receptionist/Admin Assistant
Salary:	H2 - Point 3 – 4 £26,238 - £26,634 (pro rata)
Responsible to:	School Business Manager
Hours:	Thursday & Friday – 8.00am – 5.00pm 16 hours – Term Time Only

The post-holder is responsible to the Headteacher and the Governing Body for:

Strategic Dimensions of the Role

- Being the initial welcome for the school.
- Providing reception, administrative and organisational services to the school.
- To meet, greet and sign in visitors
- Providing effective and accurate administrative support
- Liaising with other staff, pupils, parent/carers and external agencies
- Contributing to the overall ethos, work and aims of the school.

Reception Duties

- Act as the first point of contact within the school, answering the telephone, filtering enquiries as appropriate and taking of and passing on messages to appropriate staff.
- Receiving visitors and parents as appropriate ensuring they sign in and out in accordance with the schools' safeguarding procedures.
- Ensuring children arriving late or leaving early are signed in and out as required.
- Dealing with general enquiries by telephone, letter and e-mail or in person.
- Working alongside other office staff to ensure the smooth running of the office and quick efficient response to queries from parents, pupils, staff, members of the public etc.

Administration Duties

- Dealing with general day to day queries from staff, pupils and parents.
- Keeping the Office and School Diaries up to date.
- Dealing with routine correspondence – opening all non-confidential post and distributing all incoming mail and recording and posting all outgoing mail.
- Word processing documents as requested
- Assisting with deliveries and checking orders received.

- Assisting with home-school communication e.g. Parent Pay, Arbor Communications etc.
- Providing administrative support e.g. photocopying, filing, e-mailing, completion of routine forms etc.
- Assisting parents with Parent Pay, Parents Evening, Free School Meals and other systems as required.
- Updating manual and computerised records e.g. Arbor or other MIS as required.
- Assisting with arrangements for visits e.g. school nurse, photographer etc.
- Assisting Teaching staff with travel arrangements etc for Educational Visits.
- Maintaining the school notice board ensuring all relevant information is displayed and removed when no longer needed.
- Monitoring the Office e-mail on an ad-hoc basis during school breaks.
- Maintaining the school's CPD Records.

Other duties and accountabilities

- Promoting the School and its profile to a range of audiences as an articulate ambassador in all circumstances.
- Continuing to raise the positive profile of the School in the local community.
- Being aware of and complying with policies and procedures relating to safeguarding including child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher.
- Ensuring compliance with our responsibilities as laid out in the Bentley Wood Trust Equal Opportunity Policy and taking an active role in promoting equality and diversity.
- Promoting the school's policy on behaviour and punctuality for learning, and a commitment to providing a caring and stimulating environment for improving standards for all pupils within the school.
- Undertaking such other duties as reasonably correspond to the general character of the post, including attending meetings and public events.
- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.