



**ST ANTHONY'S CATHOLIC PRIMARY SCHOOL**

**JOB DESCRIPTION**

**SCHOOL RECEPTIONIST & ADMINISTRATOR**

**Job Title:** School Receptionist & Administrator

**Salary Range:** Band C

**Hours of Work:** 37.5 **Working Weeks:** Term time only + 2 weeks

**Responsible to:** Head of School

**Introduction:**  
The role of the Lead Administrator, HR & GDPR at St Anthony's is a pivotal role within St Anthony's Catholic Primary School, part of Our Lady and All Saints Catholic Multi Academy Company.

**Core Purpose:**

1. To be undertake the role of Lead Administrator with the responsibility of HR & GDPR within the school and concurrently providing a high-quality administration service.
2. To provide a comprehensive and fully confidential personal assistance service to the Leadership Team, when necessary.

**Main Areas of Responsibility:**

- 1. Organisation**
  - Provide a comprehensive reception service, including greeting visitors to the school and ensuring relevant safeguarding checks are made. This will include welcoming parent's queries and dealing with general enquiries face to face or by telephone, taking messages or referring matters to the appropriate colleague.
  - Be responsible for maintaining and developing the reception and reception area, ensuring the visual displays best promote and communicate the activities and ethos of the school and ensuring stocks are replenished and best value achieved.
  - Receive and track all goods delivered to the school.
  - Distribution of mail both electronic and postal.
  - To act as Fire Warden and ensure visitors are accounted for during any emergency. Provide first aid assistance to staff, pupils, and visitors as and when necessary. (Training for this will be provided).
  - Be responsible for the storage, housekeeping, returning and/or disposal of lost property.
  - To complete first day of absence calling for all pupils who are absent, recording reasons on SIMS.
  - Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
  - Assist in arrangements for school trips, events etc.
  - Manage hospitality arrangements
- 2. Administration**
  - Provide general clerical/admin support e.g. photocopying, filing, scanning, e-mailing, completing standard forms and responding to routine correspondence.
  - Assist with completing all census returns.
  - Maintain manual and computerised records/management information systems.
  - Produce lists/information/data as required, e.g. pupils' data.
  - Undertake typing, word processing and other IT based tasks.
  - Ensure reprographics requests are fulfilled on time.
  - Undertake general administrative procedures.
- 3. Resources**
  - Operate relevant equipment/ ICT packages (e.g. word, excel, databases, spreadsheets, internet).

- Maintain stock and supplies, cataloguing and distributing as required.
- Provide general advice and guidance to staff, pupils and others.
- Undertake general financial administration, e.g. processing orders.

#### 4. HR

- Provide assistance on recruitment and HR matters, i.e. advertising vacancies, issuing application forms, arranging interviews, dealing with references, arranging supply cover and completion of returns for staff contract amendments and sickness and absence.
- Ensure relevant HR forms are completed and submitted in a timely manner in respect of all new staff employed by the school, liaising with the MAC HR as necessary.
- Maintain the computerised records and hardcopy files of personnel within the school.
- Ensure that pre-employment checks and all checks linked to Safer Recruitment are completed and documented as required by current DfE guidance, in respect of all staff and volunteers within the school. Ensure the relevant information is kept centrally and available for inspection as necessary.
- Ensuring the Single Central Record is maintained and up-to-date.
- Be the first point of contact for staff queries regarding HR issues and liaise with the MAC HR regarding pay queries and HR queries.
- Monitor any temporary and fixed-term contracts.
- Arrange staff CPD when requested
- Arranging supply cover as and when needed.
- Managing sickness returns and any other HRI returns as requested by the SLT and governors and HR

#### 5. GDPR

- Informing and advising the School in regard to obligations to comply with the UK GDPR and other data protection laws under the guidance of the MAC Data Protection providers,
- To assist in complying with data protection and inform the Central Team of any data breaches in line with legislation as required
- To advise on all data protection related matters that may come up in the course of your day-to-day work.
- To act as the main contact point for the Information Commissioner's Office (ICO) and with other individuals.

#### **Additional Duties**

- To maintain a flexible working approach to accommodate day-to-day operational matters.
- To show initiative and leadership in looking ahead to anticipate challenges and opportunities.
- To maintain an understanding of the school's procedures and priorities, and to address all issues within the framework of these parameters and with an underpinning of the Catholic ethos.
- To attend meetings as required.
- To take action to improve outcomes for pupils and to support the school to be outstanding.
- To perform any task or duty under the reasonable direction of the Headteacher or another member of the Leadership Team.
- Provide an efficient communication system with parents including School Comms, texting service, email system to parents, weekly newsletters, Parent Pay and all other forms of communication
- All duties and responsibilities must be carried out with due regard to the Our Lady and All Saints Multi Academy Company policies and procedures

#### **Code of Conduct**

- The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the School Code of Conduct for Employee.

#### **Health & Safety**

- The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

#### **Policies & Procedures**

- The post holder will be accountable for ensuring that they are aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
- All duties and responsibilities must be carried out with due regard to the Our Lady and All Saints Multi Academy Company policies and procedures.

The duties of the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

St Anthony's Catholic Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.*