

St John's Primary School

127 Stanmore Hill, Stanmore, HA7 3FD

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Head of School: Miss A. Donnelly Executive Headteacher: Mrs R. Blake

Our Vision: *I can do everything through Christ, who gives me strength' Philippians 4:13*

Ecclesia
partnership



JOB DESCRIPTION

Post: **Receptionist and Administrator**
Responsible to: Business Manager
Grade: Scale 4
Hours: Term time (39 weeks) - 36 Hours per week 8.15am-4pm with 30 minute unpaid lunch break

Duties and Responsibilities

- The post holder must be sufficiently skilled, experienced and acquainted with Arbor/Excel/Word/ School money/ school's systems and procedures to be able to undertake any aspect of the work of the school office, as and when necessary.
- Personal qualities include tact in dealing with parents, confidentiality, the ability to work without direct supervision, and the ability to determine appropriate priorities, work under pressure and have a good sense of humour.
- The postholder will have a first aid qualification and be able to cover the Welfare Officer as and when required.
- To act as one of the fire Marshalls.

MAIN ASPECTS OF THE JOB

Key Task – Reception Duties

- To receive all visitors to the school in a friendly and professional manner ensuring they feel welcome and attended to. Adhering to all safeguarding rules. Answering the telephone ensuring that all queries are dealt with in the appropriate manner.
- Pre-booking all visitors onto the visitor management system where appropriate. Process ID and DBS checks for all visitors in accordance with the school's safeguarding procedures, ensuring everyone is signed in and out and wearing the appropriate identification.
- Process children who arrive late and leave during the day for appointments/sickness etc and pass this information to the Pupil Wellbeing Officer as necessary.
- Contact the site management team to notify them of all contractors visiting site to carry out any intrusive works.
- Ensure all queries, either in person or by telephone, are dealt with swiftly and appropriately using tact and diplomacy at all times.
- Take messages for staff and pupils and deliver/email messages around school as required.
- Liaise with other members of the administration team to ensure that the reception area is never left unattended by an adult.

Key Task – Administration

- Open and distribute incoming mail and inform of any parcels that arrive. Take letters / correspondence to the Letter box as and when required
- On a daily basis, monitor and distribute emails from the school's email account. Maintain confidentiality when accessing all emails. To move emails into relevant folders at the end of each day.
- Ensure that a copy of all letters sent home are kept for reference in the file behind Reception. Keep the files in the Reception area well organised. Annually archive documents no longer required under the direction of the business manager.



- Organising Parents' meetings for all year groups using the online booking system, ensuring each teacher has a copy of their meeting timetable prior to the meetings.
- Keep the school diary and school website calendar up to date; be responsible for the timetabling of extra-curricular rooms.
- Keep all notice boards and the website updated with the weekly activities notice.
- Photocopying of documents for families as required. Copying lesson plans and resources for all classes.
- *Organise, book and manage whole **school trip/workshop programme** including liaison with outside parties, book coaches/transport via TFL, school pack lunches via catering partner*
- *Respond & manage Volunteer DBS Applications via school website & UCheck including chasing payments*
- *Support requests for all BASC & WAC sessions including use of School Money*
- *Organise & manage termly school photographs liaising with photographer, booking area for photoshoot & provide teachers with programme*
- *Act as a main point of contact for PTA including producing reports/spreadsheet for events/Christmas card mugs, cards*
- *Whole school stationary – order, check & distribute. Annual Year 6 Hoodie order*
- Teaching parents how to use the school money system for both ordering their child's food and paying for school trips.

To support reprographics across the school by:-

- Managing the computerised photocopiers
- Liaise with suppliers
- Monitor the paper and ink consumption
- Liaise with the representatives from the photocopier company to make sure the machines are in good working order at all times;
- Keep reprographics room tidy and well stocked.

Equipment inventory/Asset register

Carry out an annual review of the inventory (in holiday or on training day)

Update inventory with new purchases and remove items that have been disposed of on an ongoing basis.

Ad-hoc administrative duties

Produce book labels for all children at the beginning of the academic year and for new joiners;

Produce posters and fliers, where necessary;

Maintain Parking list

Monitor children's dinner money accounts and send credit letters to parents monthly.

GDPR: Liaise with Data Protection Officer to ensure all IT programs are compliant with new GDPR rules and maintain the GDPR toolkit.

The postholder will be expected to undertake such other tasks that are commensurate with the general level of responsibility and scope of the post, as may be decided by the Headteacher in the context of the school's changing needs.

