

Job Description

Post:	Receptionist and Finance & Clubs Administrator
Grade	H3 - 4 days per week
Responsible to:	Head of School / Executive Headteacher
Start Date:	April 2025

PURPOSE OF JOB

- To provide general clerical and administrative or financial functions for the school under the direction or instruction of senior staff.
- Follows instructions or set routines. Decisions relate to own daily workload.
- Communicates with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.

PERSONAL AND PROFESSIONAL STANDARDS

- Committed to safeguarding and promoting the welfare of children and young people.
- Support the aims and ethos of the federation and have regard to the Church of England character of the foundations of the federation and its schools and not do anything in any way contrary to the interest of the foundation.
- Set a good example in terms of professional dress and appearance, punctuality and attendance.
- As a consequence of the performance review cycle for support staff, take responsibility for personal development and training.
- Provide a courteous, prompt and polite service to all members of the federation community and of its schools, including parents, pupils, all staff, contractors and suppliers and other visitors.
- Actively contribute to the federation's mission statement by forming positive relationships within the federation and schools' community and working collaboratively and in good humour with colleagues as appropriate or when directed.
- Be aware and comply with all relevant policies and procedures within the federation and its schools, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Head of School.

KEY RESPONSIBILITIES

1. Undertake reception duties, act as first point of contact in response to telephone, email and face-to-face enquiries, sign in visitors.
2. Open, sort and distribute incoming mail and post outgoing mail. To sort the admin email account, forwarding emails to relevant staff.
3. First point of contact for sick pupils, liaise with parents / carers / staff. Provide first aid (training will be given) to pupils and report to parents as required.
4. Provide general clerical support including clerical processes, word processing, IT based tasks, requiring knowledge of various ICT packages (e.g., Website, Tapestry, Office 365) and operation of office equipment.
5. Produce lists, information and data as requested by senior staff.
6. Undertake a range of financial procedures, including placing orders, handle cash e.g., for school visits, dinner money, charities etc. Liaising and working with the Finance Lead and undertake any tasks deemed appropriate.
7. To receive deliveries, check and arrange orderly and secure storage of supplies.
8. Organise and coordinate extra-curricular club bookings by liaising with providers, booking PPG places and facilitating bookings for parents.

Individuals in this role may also undertake some or all of the following:

- Ensure collection of attendance registers/ensure attendance is completed in the MIS system for all classes. Contact children's parents/carers for absent children.
- Undertake some HR admin such as DBS checks, checking visitors documents on arrival, organising volunteers, staff training and maintain training records.
- Maintain manual and computerised records and management information systems.
- Send correspondence out to parents / staff as directed by senior staff.
- Undertake some website management in relation to your role.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.