

Holywell Primary School

Job Description: Receptionist/Administrator

Salary: £23,500 - £23,893 H3 pro rata

Hours: 8:30am – 3:30pm, Monday to Thursday,
8:00am – 3:30pm, Friday term-time + 5 INSET Days

Starting: As soon as possible

Reporting to: Headteacher/Office Manager

Main Purpose

This role is the initial point of contact for parents and visitors

The primary responsibilities will be:

- Welcoming children, parents and visitors to the school and managing any issues that arise
- Managing attendance and absence and any daily procedures which need completing
- Provide clerical support, this to include photocopying, filing, email and answering routine correspondence
- Carry out financial and administrative tasks, which may include the administration of school lettings, processing work and equipment orders, maintaining and collating pupil records.

Duties and Responsibilities

Receptionist

- Act as first point of contact for parents and visitors arriving at the school
- Ensure all visitors are signed in correctly and that all safeguarding checks are carried out
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary

Attendance Administration

- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed
- Producing letters to parents/carers with regards to unexplained absences
- Liaising and meeting with the school's Attendance Improvement Officer on a regular basis
- Monitoring and maintaining pupil information with regards to Penalty Notices (in conjunction with the school's Attendance Improvement Officer)
- Entering information with regards to school leavers and corresponding tasks such as sending CFT electronic files to new schools, advising school admissions of details and forwarding school paper files

General Administration

- Update record/information systems
- Manage and organise completed forms from parents
- Input meal requirements as necessary and produce daily figures to the kitchen
- Provide administrative support to staff as needed
- Carry out filing, printing and photocopying
- Carrying out any other reasonable duties which may be required by the Headteacher/Office Manager

Other areas of Responsibilities

Ordering

Be responsible for ordering as per the needs of the school including:

- Maintaining stock levels of general stationary items
- Placing orders as requested by Budget Holders and/or the Head
- Dealing with any queries relating to orders received
- Checking in orders and assigning to relevant parties

Knowledge, Experience and Training

- Experience of clerical and administrative work
- Good numeracy and literacy skills
- Ability to use standard office software
- Ability to work in a team
- Understand of the needs of children
- Evidence of accredited learning relevant to the post is desirable

Holywell Primary School in Watford is a one-form entry, multi-cultural Primary School that has high aspirations for its pupils and community.

About the role

We are looking to appoint an Administration Assistant to join our busy office.

We are looking for a candidate who is organised, articulate and able to prioritise. You will need to be able to work under pressure and thrive in a busy environment. Good English, Maths and ICT skills are essential. Hours of work are 8:30am – 3:30pm Monday to Thursday and 8:00am – 3:30pm Friday, term time + 5 INSET Days, with a 30-minute unpaid lunch.

The successful candidate will pay excellent attention to detail and have good word processing skills and telephone manner.

As the first point of contact for parents, carers and visitors, we are looking for someone who is calm and professional at all times, can deal with queries and maintain confidentiality. Experience of working in a school is desirable but not essential. Visits to the school are welcome and if you would like to discuss this role, please contact us.

Please refer to the attached job description and person specification when completing your application to evidence how you will meet the criteria. CV's are not accepted.

The school is committed to safeguarding children and young people. All post holders are subjected to a satisfactory DBS check.