



Administrator/Receptionist
Grade: H3

Main purpose

To undertake reception and general administrative duties to the school under the direction or instruction of senior staff.

Key responsibilities

1. Provide administrative support eg photocopying, filing, emailing, completion of routine forms, school meal administration.
2. Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors.
3. Update manual and computerised records/management information systems

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

1. Open, sort and distribute incoming mail and post outgoing mail. To sort the admin email account, forwarding emails to relevant staff including ParentMail.
2. First point of contact for sick pupils, liaise with parents/ carers/ staff and record on medical tracker.
3. Assist with arrangements for visits, for example by the school nurse, photographer.
4. Ensure collection of attendance registers/ensure attendance is completed in the MIS system for all classes. Contact children's parents/carers for absent children.
5. To receive deliveries, check and arrange orderly and secure storage of supplies.
6. Managing the school calendar and staff training records.
7. Booking school trips, sporting fixtures and visits in liaison with class teachers.
8. Recording child information on MIS (Arbor) as required.

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.

Knowledge, Skills & Abilities

- Requires knowledge of a range of administrative support tasks and office and related school procedures.
- Problems are normally routine requiring straightforward solutions; more difficult problems are referred to others.
- Communicates with other school staff and teachers, senior leadership team, pupils, parents/ carers, suppliers, visitors.
- Standard keyboard skills, use of office equipment and management information system eg Arbor.

Working Environment

- Work is normally carried out in an office environment.

Person Specification

- Excellent communication skills
- High standard of verbal and written English
- Highly motivated and well-organised
- Good knowledge of ICT packages and systems (including Word, Excel & Arbor)
- Excellent time management
- Ability to multitask, whilst not compromising attention to detail
- Discrete and trustworthy
- Ability to prioritise tasks
- Ability to work effectively within a team
- Flexible
- Resilient
- Positive
- Good sense of humour