



Job Description



Receptionist & School Administrator

Hours: Full Time 37.5 Hrs per week, 8am – 4.30pm, Monday to Friday (40 working weeks per annum)

Salary: £16,125 per annum

Summary of the Role:

Under the direction of the Headteacher and Bursar, the School Administrator ('administrator') is responsible for providing an efficient and accessible administration service to support the smooth running and effective management and operation of the School. Being the first point of contact for enquiries coming in person, by telephone or by email, both externally and internally, the administrator must present a professional welcoming face and voice at the school reception desk at all times.

To this aim, you will be supporting staff, parents, pupils and suppliers undertaking a variety of administrative, organisational and financial tasks within the School. Working as part of the school team the administrator role makes a significant contribution by maintaining a well organised office with efficient and effective systems in place to meet the internal needs of the school. Delivery of this aim will encompass the following areas of work and outline of tasks:

1. Maintaining the School Reception

- Ensuring visitors are received and administered appropriately in accordance with procedures,
- Accepting, recording and distributing deliveries liaising with the caretaking staff as necessary,
- Administer enquiries in person, by telephone and/or email ensuring messages are recorded accurately and passed on appropriately and in a timely manner,
- Administering enquiries from prospective parents ensuring that prospectus packs are despatched and enquiries recorded and followed up,
- Dealing appropriately with incoming and outgoing mail items and email.

2. School Office Administration

- Maintain the School administrative databases including BromCom, ParentMail, pupils, parents and enquiries etc,
- Support the Head, Bursar and other staff with administrative duties such as filing, copying, preparing and distributing letters and correspondence including termly activities and after-school clubs etc.
- Be responsible for the maintenance of the school registers in accordance with procedures and regulations,
- Maintain filing systems accurately including distribution and filing of reports and School correspondence etc,
- Be responsible for the accuracy of documentation for all joiners and leavers to/from the school,
- Support and administer school trips and outings including the use of the School minibus, permissions and ParentMail receipts,
- Co-ordinate daily lunch numbers and milk orders,
- Contribute to legislative data and information collection returns e.g. annual DfE and ISC census under the supervision of the Head and Bursar,
- To support the annual Founders Day celebrations,
- Upkeep and maintain the School online calendars.

3. Finance Support

- Prepare and administer the NCC grant funding documentation,
- Receive and administer purchase requests in accordance with the purchasing procedures under the supervision of the Bursar, and maintain stocks of stationary and associated sundries,
- Assist the Bursar in maintaining the annual maintenance contractors' diary with bookings made as directed.

4. Health and Safety

- Provide basic first aid to children and staff after appropriate training, and be responsible for maintaining the school first aid kits,
- Administering pupil medicines in accordance with policy and procedures.
- Act as fire marshal after appropriate training and follow the School Fire Policy and procedures,
- Be aware of and adhere to the School Health and Safety Policy and procedures

5. Other tasks

- To take part in training and ongoing continuous development of appropriate skills and user relations,
- To act as a member of the school support team and provide support and cover for other members of the team when needs arise,
- To maintain confidentiality of information acquired both in and out of working hours.
- To be flexible in approach and maintain respectful relationships with all stakeholders.
- To present a positive personal image, contributing to a welcoming school environment which supports the vision and aims of the School.
- To be aware of, and adhere to Data Protection legislation, Child Protection Policies in particular, and other school policies as issued from time to time.
- Other duties that the Bursar or Head may reasonably and from time to time require.