

<b>JOB DESCRIPTION</b>	
<b>SCHOOL: Midsomer Norton Primary School</b>	
<b>POST TITLE:</b> ADMIN ASSISTANT/RECEPTIONIST Primary School	<b>GRADE: P</b>
<b>RESPONSIBLE TO:</b> School Business Manager (L Grade)	
<b>DATE:</b> October 2017	

## **1. JOB PURPOSE**

Under the overall direction of the School Business Manager, to provide clerical, word processing and reception support to the Headteacher and the staff of the school.

## **2. MAIN DUTIES AND RESPONSIBILITIES**

According to the requirements of the school, to undertake any of the following duties and responsibilities as directed/requested by the School Business Manager, Headteacher or other member of teaching staff.

1. To undertake word processing of documents, reports and correspondence, including confidential material for the Headteacher and teaching staff.
2. To undertake a wide range of clerical duties including filing, photocopying, handling the post, school emails and other general office administration.
3. To assist, at the discretion of the School Business Manager, in undertaking a range of administrative functions such as the collection, recording and balancing of monies, the maintenance of returns, registers and pupil records, the ordering stock and consumables, the arrangement of transport and insurance and liaison with other support staff and teaching staff as appropriate.
4. To liaise with parents of pupils on administrative issues such as arrears in monies to be paid and provide other general information.
5. Maintenance of the school website.
6. Preparation of the weekly school newsletter
7. To provide a reception service, receiving visitors in a courteous and friendly manner and receiving and checking deliveries.

8. To receive telephone enquiries and calls, providing information and taking and passing on messages as appropriate.
9. To assist with all aspects of Nursery administration.
10. To assist the SENCO with SEN administration.
11. To assist in ensuring a safe environment within the school giving support to the School Business manager and other staff and reporting Health and Safety issues to the Headteacher, School Business Manager or other authorised person.
12. To undertake other relevant duties on the request of the Headteacher or School Business Manager.

### **3. QUALIFICATIONS AND EXPERIENCE**

#### **Essential**

Evidence of a good basic education

At least 12 months previous clerical, typing or receptionist experience.

A friendly and courteous manner

#### **Desirable**

Previous experience of working in a school.

### **4. PHYSICAL EFFORT**

The postholder will not be expected to undertake any physical effort/strain over and above what would normally be incurred in a day to day office environment.

### **5. WORKING ENVIRONMENT**

The postholder will not be exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day to day office environment.

### **6. OTHER INFORMATION**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is

an essential requirement that all staff are aware of the school's safeguarding procedures.

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

The postholder will be expected to undertake any appropriate training, an Enhanced Disclosure and Barring Service (DBS) check will be required prior to commencement of employment. Individuals will be expected to provide details of their Disclosure as soon as they receive it or if they are registered with the DBS Update Service to have given their permission for the Authority to access their online record.

The postholder will be expected to undertake any appropriate training provided by the School to assist them in carrying out any of the above duties.

The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to

This job description may be reviewed from time to time and amended after discussion with the post holder. It does not form part of the written particulars of employment of the post holder.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.