



## Theale C of E Primary School

### Job Description for Office Administrator/Receptionist

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| <b>School:</b> Theale C of E Primary School | <b>Job Title:</b> Office Administrator/Receptionist |
| <b>Report to:</b> School Business Manager   |   |

#### JOB PURPOSE

We are looking for an efficient, professional, hardworking individual to undertake administrative tasks and receptionist duties. You will need to be organized, able to multitask proactively and be a flexible member of the team. You will need to be able to use your initiative, prioritise and remain calm under pressure.

This job falls within the definition of regulated activity and therefore would be subject to an enhanced DBS with barred list check.

#### MAIN DUTIES AND RESPONSIBILITIES

- Undertake the main reception duties including answering the telephone, welcoming visitors and being the first point of contact for parents, children and staff
- Undertake general administrative duties e.g. sorting and distributing post, posting letters, photocopying, filing, updating diaries, faxing and emailing
- Undertake word processing and other IT related tasks
- Undertake general financial administration: collecting monies for trips, uniform, events etc.
- Responsible for parental communication via our Parentmail system
- Assist with the arrangements for school trips and events
- Produce lists of pupil data as and when required as well as maintaining and collating pupil reports
- Assist with the running and administration of Breakfast Club and Lunch/Playclub
- Attend and participate in relevant meetings as and when required
- Assist, when required, in ordering school supplies and orders through to completion
- Manage the school Nursery admissions
- Manage medical alerts, first aid training for staff, Epipen training, nurse visits, orthoptist, all other medical visits
- Arrange school photographs, liaise with teachers and parents.
- Log photocopier issues
- Administer Cool Milk, fruit and veg
- Manage the key holder list

- Maintain “housekeeping” in office e.g. pupil medical records/alerts, staff lists, curriculum co-ordinators, staff, pupil boards and general information boards
- Provide back up to colleagues in times of absence, ensuring all tasks are completed to the required standard during this time – under the direction of the SBM
- A strict level of confidentiality must be adhered to at all times
- Any other duties which reasonably fall within the role which may be allocated by the SBM or Headteacher
- Promote the welfare of children and support the school in safeguarding the children through relevant policies and procedure
- Promote equality as an integral part of the role, treating everyone with fairness and dignity
- Comply with school Health and Safety policies, procedure and rules, taking reasonable care of self and others

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| <b>PERSON SPECIFICATION</b>   |           |
| <b>Essential/</b>   |           |
| <b>Desirable</b>  |           |
| <b>Qualifications</b>   |           |
| GCSE grade C in English and Maths or equivalent   | Essential |
| First Aider qualification   | Desirable |
| <b>Experience</b>   |           |
| Experience of working in an office environment  | Essential |
| <b>Knowledge and understanding</b>  |           |
| Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities | Essential |
| Sound understanding of office equipment including photocopiers, printers etc.   | Essential |
| <b>Skills and abilities</b>   |           |
| Ability to use Outlook, and a web browser to access information   | Essential |
| Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)   | Essential |
| Ability to work constructively as part of a team  | Essential |
| <b>Work-related personal qualities</b>  |           |
| Ability to remain calm and relaxed under pressure   | Essential |

**To be committed to safeguarding and promoting the welfare of children and young people. To undertake training as required.**

**The appointment will be subject to a satisfactory enhanced DBS check and references.**