



Job Description: School Administrator / Receptionist

About Gastrells Community Primary School

At Gastrells, we pride ourselves on being a warm, friendly and nurturing community where creativity thrives, and children's wellbeing and personal development are at the heart of our learning. We are an inclusive school committed to supporting every child to reach their full potential.

Job Title: Administrator / Receptionist

Grade 3, Points 4–6: £25,185–£25,989 per annum (full-time equivalent), pro rata for hours and weeks worked (pay award pending)

JOB PURPOSE

To provide reception and administrative support to the Headteacher, School Business Manager, and teaching staff of Gastrells Community Primary School.

MAIN DUTIES AND RESPONSIBILITIES

- To provide an efficient reception service for visitors, pupils and parents, ensuring that the enquirer is dealt with in a positive, sensitive and professional manner.
- Take responsibility for maintaining a welcoming, tidy and professional Reception area.
- Answer telephone calls promptly and deal with all enquiries in a sensitive, professional and compassionate manner. Record messages and promptly pass them to the individual concerned.
- Process school documentation using Word and Excel.
- Deal with incoming and outgoing mail and deliveries.
- Manage and monitor the school's admin email inbox with other members of the admin team.
- Provide general clerical support to the Headteacher and staff, e.g. photocopying, filing, emailing, completing forms and responding to correspondence.
- Assist with the preparation, distribution and collation of pupil school meal requirements. Liaise with catering staff on a daily basis.
- Collect monies using ParentPay/School money and chase any outstanding debts from parents as required.
- Assist with pupil first aid and welfare duties and maintain Medical Authorisation forms. Seek advice from other trained staff if unsure about the treatment of any injured or unwell child and, where necessary, telephone the parent/carer of any child who it is considered needs to be sent home and inform the class teacher accordingly.
- Communicate with parents using the school's online email/text messaging service and other appropriate digital platforms.
- Maintain electronic diaries and make appointments.
- Use SIMS to update pupil and parent contact details and provide reports for staff.
- Support the School Business Manager with maintaining the school archives in line with the school's Records Management Policy.
- Record maintenance issues on behalf of staff when required, using the school's online maintenance reporting system.
- Report service requests for photocopiers requiring maintenance by telephone.
- Distribute and collate medical information for school nurse, dental and other health-related visits.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting any concerns to an appropriate person.

- Attend and participate in meetings and/or appropriate CPD as required.
- Contribute to and support the overall ethos, work and aims of Gastrells Community Primary School.
- Undertake any other duties commensurate with the duties, responsibilities and grade of the post as required for the efficient running of the school office.

QUALIFICATIONS/EXPERIENCE

- A good standard of education is required.
- Office experience is preferable.
- Typing skills using Word are essential.
- Knowledge of SIMS packages is desirable. Training will be provided where appropriate.

SUPERVISORY RESPONSIBILITY

Nil.

SUPERVISION RECEIVED

From the Headteacher or School Business Manager.

PRINCIPAL CONTACTS

- Staff and pupils within the school.
- Visitors, including parents/carers and governors.
- Departments and external organisations as appropriate.
- Suppliers and contractors.
- Catering and other service providers.

SPECIAL CONDITIONS

The postholder will be required to maintain confidentiality at all times and comply with the school's policies and procedures relating to safeguarding, data protection, health and safety, security and confidentiality.

HOURS OF WORK

22.5 hours per week

Monday to Friday, 08.30am – 1.00 pm.

38 weeks per year plus 5 INSET days (term time only)

Leave is to be taken during school holidays.

The school undertakes to provide all staff with appropriate training and development to ensure their ability to carry out their duties. The school also undertakes to provide an annual system of Performance Management. This will take place at the beginning of each academic year.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Gastrells Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an **Enhanced Disclosure and Barring Service (DBS) check**.