

**School Name:** Breckon Hill Primary School  
**Post Title:** Receptionist/Admin Support Assistant  
**Grade E:** SCP 6-7  
**Actual Salary** £20,112 - £20,793pa (under 5yrs continuous service)  
£20,570 - £21,267pa (over 5yrs continuous service)  
**Hours/Weeks:** 37 hours per week, Term Time Only, plus 2 day  
**Responsible to:** HR/Office Manager

### **JOB SPECIFICATION MAIN RESPONSIBILITIES OF THE POST:**

The Receptionist/Admin Support Assistant will act as the initial point of contact for parent, visitors and other stakeholders. They will also be responsible for supporting with the administrative, financial and organisational processes within the school.

#### **Main Tasks and Responsibilities of the Post:**

- Welcome and support parents and visitors professionally, effectively and sensitively.
- Undertake reception duties e.g. telephone / face-to-face enquiries, liaising with relevant staff and outside agencies.
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary.
- Assisting with arrangements for planned visits to the school i.e. photographer etc.
- Supporting staff to organise educational visits, i.e. booking coaches, hiring venues etc. including communication to parents i.e. letters.
- Update and distribute online and offline communications (i.e. letters, newsletters, website etc) to parents, staff and other stakeholders.
- First Aid cover.

#### **Administration**

- Provide routine clerical support e.g. photocopying, filing, emailing, complete routine forms.
- Maintain manual and computerised records / management information systems i.e. ScholarPack, Parentpay, Free School Meals, After School Clubs.
- Undertake typing, word-processing and other IT based tasks e.g. communication with parents and outside agencies.
- Sort and distribute incoming mail, record outgoing mail.
- Support with the administration of attendance, first day response and monitor the late arrival of pupils.
- Resource management.
- Support the Finance Officer with general financial administration in line with school's procedures.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.

#### **Resources**

- Operate and monitor maintenance of office equipment e.g. photocopier, computer, etc.
- Orderly arrangement and secure storage of supplies including ordering of a photocopying supplies (paper/toners etc.).
- Undertake routine financial administration e.g. ordering and good receipt of all orders.

#### **Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Be aware of, support difference, and ensure equal opportunities for all.
- Contribute to the overall ethos, work and aims of the school/trust.
- Support the Headteacher / School through effectively managing administrative tasks.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training, learning activities and performance development as required.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment.

### **Security**

- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures.
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures.

**Other duties commensurate with the grade of the post as required by the Headteacher or Senior Leadership Team.**

