

St Philip Westbrook

C of E Aided Primary School

'Together we aim high and with God's love we can fly'

JOB DESCRIPTION

POST TITLE:	Receptionist/Administrative Assistant
NJC GRADE:	Grade 3 (Scale 4-5) - SALARY £21189 full time equivalent
REPORTS TO:	Headteacher/Deputy Headteacher/School Business Manager

OVERALL PURPOSE OF THE JOB

- **Customer facing – Meet & Greet all visitors to school**
- **General Administration**
- **Maintenance of pupil data in school's MIS**
- **Maintenance of school registers**
- **Produce weekly newsletter**

CONTEXT

St Philip's is a popular Church of England Primary School with over 600 children currently on roll. We are a busy, welcoming school and now have a vacancy for a highly motivated person who will enjoy being the 'face' of our school. This role is integral to the smooth running of the school's administrative function.

Customer facing

- Be the first point of contact for all visitors of the school, presenting a warm and welcoming professional persona, modelling the school Christian values
- Ensure all ID verification processes are followed when signing in/out visitors
- Receive and communicate messages effectively
- Produce the weekly newsletter by liaising with the Headteacher/teachers
- Maintain internal school email account and redirect / respond to emails as necessary

General Administration

- Be familiar with and apply school policies where applicable
- Support with keeping the school calendar up to date
- Send school pings at the request of Leadership Team / SBM
- Maintain an electronic file of copies of all letters sent out
- Assist with meeting room bookings and add to the school calendar
- Telephone parents – for example, with regards to absence, sickness, school trips
- Support office staff with the organisation of clubs
- To open and sort the post
- General photocopying
- General filing / filing of pupil data records

- Admin support as requested by SLT / Office Manager

Support with the maintenance of school registers

- Print out daily class registers/dinner registers
- Carry out first day contact for any absences, phone calls to parents if no messages received as necessary
- Support the Headteacher/SBM in keeping a record of children that arrive to school late / leave school for appointments
- Support the Headteacher/SBM by updating SIMS with attendance information (daily)
- Make any required sickness/accident calls to parents throughout the day
- Support the SBM in ensuring there are no missing marks
- Produce weekly attendance reports for Headteacher / Pastoral Support
- Assist with producing annual pupil reports

Maintenance of pupil data in school's MIS

- Update SIMS with any up to date pupil information
- Support the office staff in carrying out annual data collection exercise at the beginning of each academic year
- Ensure every child has two emergency contacts
- Support the office staff in uploading all Reception new starters information on SIMS in preparation for September

School Celebration Certificates / Celebration Assembly

- Design and produce certificates, ensuring that these are given to classes in a timely manner
- Organise invites to celebration assembly, chasing classes for information and letting parents know in a timely manner