



Croyland Primary School

School Receptionist/ Administrator Job Description

Grade D, point 3 or 4

Hours: 28 per week

Mondays, Tuesdays, Thursdays and Fridays 8:30am – 12:30pm & 1.00pm – 4:00pm

Responsible to: Headteacher

Direct Reporting to: School Business Manager, Administrator

Principal Working Contacts:

Parents, Pupils, Administrative & Reception staff, HSSW, General Public

Duties

- Act as the first point of contact in response to telephone and face to face enquiries, providing information and relaying messages as soon as practicable.
- Greet all pupils, staff and visitors in a polite, friendly and professional manner.
- Co-ordinate safe entrance and exits of all students, staff and visitors, at all entrance doors ensuring they are signed in and out and that no unauthorised person gains access.
- Answer phone calls from the busy school switchboard dealing with enquires relating to matters connected with the day to day running of the school, booking appointments for professionals and re directing calls as required.
- Ensure visitors have been provided with safeguarding and health and safety information as appropriate.
- Assist with the maintenance of school records as instructed; family data pupil lists, registers, pupil absence, data collection sheets, pupil lunch requirements.
- Assist with celebration administration, preparing certificates, displays and photos.
- Under the direction of the School Business Manager and /or Administrator prepare mail merges, format letters and emails, reports and other documents as requested.
- Prepare the weekly roundup messages to parents/carers using the school's electronic system Edulink.

- Check office stationery levels and assisting with ordering of classroom catering goods.
- Open the post, ensuring items are circulated, checking deliveries as appropriate and alert staff that deliveries are ready for collection.
- Photocopy various letters and documents as required, laminating and binding documents as requested, in addition to preparing post/ dropping it off at the post box.
- Ensure effective diary management of the school calendar and room diary.
- Administer medicine to children as required, ensuring all paperwork and the recording of administration is current and accurate.
- Liaise with Governors, SLT, staff and external agencies as necessary.
- Work cohesively together under the Headteacher to ensure the smooth running of a school office for our pupils and staff.
- Compliance with school policies e.g. Staff Handbook, Health & Safety Handbook, Safeguarding Policies and Social Media Policy.
- Undertake such other duties of a similar nature as required by the School Business Manager, Administrator or the Senior Leadership Team.

This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job. This includes attending relevant and necessary training including some school training days and after-school CPD.

Signature of Receptionist: _____

Date: _____

Signature of Headteacher: _____

Date: _____