# MARYLAND PRIMARY SCHOOL JOB DESCRIPTION

TITLE OF JOB: **RECEPTIONIST & ADMIN ASSISTANT** Grade Scale 4 Points 7-10

DEPARTMENT: Education

SECTION: Primary

## JOB DESCRIPTION

PERSON REPORTS TO: Head Teacher/Senior Finance and Admin Officer

PERSON SUPERVISES: No supervisory responsibility

PURPOSE OF JOB: To provide an effective and efficient reception service for the school and to carry out clerical tasks.

EQUAL OPPORTUNITIES: The Council has strong commitment to achieving

equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

DUTIES AND RESPONSIBILITIES:

1. To deal with all incoming visitors, providing an efficient and welcoming reception service.
2. To ensure safeguarding procedures are adhered to and observed by all visitors to the school.
3. To deal with telephone enquiries, calls in person from parents and other agencies, giving general advice and guidance.
4. To contact parents/schools/external visitors/ community groups as required.
5. To operate the school controlled entry systems, ensuring site security is maintained.
6. To organise incoming and outgoing post, liaising with Royal Mail and other delivery/collection companies.
7. To check school deliveries, recording where necessary and ensuring they are passed on appropriately.
8. To use the school’s central Bromcom database to access student data.
9. To ensure the lobby area is clean, tidy and welcoming.
10. To undertake such administrative tasks as directed by the Office Manager or Senior

Leadership Team in supporting the administrative function of the school.

1. To contact parents of pupils who are absent to find out reasons for absence and maintain accurate records of pupil attendance on Bromcom.
2. To liaise with the Family Support Worker to communicate reasons for pupil non-attendance.
3. To maintain accurate school meal registers.
4. To provide refreshments for visitors and staff as and when required.

**Additional duties**

1. To work within the framework of the school ethos, adhering to expectations at all times.

2. To maintain high standards of professional behaviour and presentation.

3. To take responsibility for Health and Safety in the post holder’s area of work.

4. Any other duties commensurate with the grade which may be required from time to time.

5. All staff are expected to take part in necessary training and staff development.

**PERSON SPECIFICATION**

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| Experience and understanding of the MS Office suite of applications. | Essential |
| Experience and understanding of the G suite of applications. | Desirable |
| Good Maths and English skills. | Essential |
| Knowledge of Bromcom | Desirable |
| Excellent verbal and written communication skills. | Essential |
| A commitment to the protection and safeguarding of children and young people. | Essential |
| Experience of working as part of a team. | Essential |
| Experience of working with the public. | Essential |
| Ability to prioritise workload. | Essential |
| Experience of working in a school office environment. | Desirable |