

Reception & Admin Assistant

Salary Scale: Band D, SCP 6-7

Working Pattern: 30 hours per week, term-time.

Hours: Monday & Wednesday: 9.30am - 4.15pm
Tuesday & Thursday: 9.30am – 4pm
Friday: 9.30am - 3.30pm

Required as soon as possible.

Job Purpose

To provide efficient reception, administrative, financial, and organisational support to the school, ensuring the effective day-to-day running of school operations in line with school policies and procedures. The postholder will play a key role as part of the administrative team, supporting pupils, parents/carers, staff, governors, and external agencies.

Key Responsibilities

1. Reception and Communication

- Act as the first point of contact for visitors, parents/carers, staff, and pupils.
- Welcome visitors in line with safeguarding and security procedures.
- Handle telephone, email, and face-to-face enquiries efficiently, including management of shared inboxes.
- Take messages and maintain communication records for staff.
- Sort and distribute incoming mail and prepare outgoing post.

2. Administrative Support

- Provide general administrative support including filing, photocopying, scanning, word processing, data entry, document preparation, and correspondence.
- Organise, maintain, and update school databases, records, and information systems.
- Operate school management systems including Arbor, Google Drive, Parent Pay, and other relevant ICT packages.
- Complete and submit forms, statutory returns, and reports to external agencies including the Local Authority and Department for Education.
- Maintain and collate pupil reports and other school records.
- Undertake analysis and interpretation of data and produce reports as required.
- Support the effective administration of school lettings and external use of school premises.

3. Attendance, Finance and HR

- Monitor pupil attendance and produce attendance reports.
- Update Parent Pay as required for school meals and after school clubs.
- Support routine finance administration as required.
- Undertake HR administration such as DBS checks, recruitment, leave of absence requests and staff record maintenance.

4. Meetings, Events and Marketing

- Organise meetings, prepare agendas, and take minutes/notes.
- Support arrangements for school visits, trips, and events.
- Assist in producing marketing, promotional, and communication materials for the school.

5. Pupil Welfare and First Aid

- Provide basic first aid for pupils and staff where required.
- Liaise with parents/carers regarding pupil welfare matters.
- Maintain accurate records of incidents and first aid provision.

6. Team Support and Development

- Work closely with the Headteacher, Business Manager, Office Manager, and wider school staff to ensure administrative systems operate effectively.
- Allocate tasks to other administrative staff or volunteers where appropriate.
- Provide advice and guidance to staff, pupils, and others on administrative matters.
- Contribute to the development, review, and improvement of administrative systems and procedures.
- Participate in training, learning, and professional development activities.

7. Compliance and Safeguarding

- Comply with and promote school policies relating to safeguarding, child protection, health and safety, confidentiality, equality, inclusion, and data protection.
- Report any concerns to the appropriate person promptly.
- Maintain professional standards and confidentiality at all times.

8. General Duties

- Contribute positively to the ethos, aims, and values of the school.
- Be proactive, flexible, and supportive as a member of the school team.
- Undertake any other duties commensurate with the grade and nature of the post as reasonably requested by senior leaders.