**JOB DESCRIPTION**

**POST TITLE: RECEPTIONIST/SCHOOL ADMINISTRATOR**

**GRADE: SCALE 3 (POINTS 6-8)**

**MAIN PLACE OF WORK: JOHN FLAMSTEED COMMUNITY SCHOOL**

**HOURS: 37 HOURS PER WEEK**

**Monday – Thursday 8.00am - 4.00pm**

**Friday 8.00am – 3.30pm**

**½ unpaid lunch**

**RESPONSIBLE TO: Office Manager**

**DUTIES AND RESPONSIBILITIES**

**RECEPTION**

1. To meet and greet parents/visitors in the appropriate manner ensuring they are signed in (if necessary) and provided with the correct visitor’s badge on arrival
2. To be responsible for the telephone and switchboard. In particular:
   1. Answering of telephone calls as efficiently as possible
   2. Managing the telephone and answer phone system
   3. Ensure all messages are delivered to the correct member of staff
   4. Making telephone contact, on behalf of the school, to parents and outside agencies such as home-school transport providers, etc
3. To be the first point of call for accidents and first aid. In particular:
   1. To be fully responsible for the first aid room including authorised student medication held in our secure medical cabinet
   2. Referral arrangements including contact with parents/hospital/ ambulances
   3. Contacting parents in the event of a serious accident which includes completing a risk assessment of the injury sustained
   4. Completion of all accident forms relating to any injuries in school
   5. Updating and maintaining the accident log on a regular basis
   6. Producing management reports on accidents
   7. To ensure any students with medical conditions or any students who are required to self-administer medication (inc diabetics) are looked after at the appropriate times
   8. Updating and completing care plans
4. To ensure that attendance of students arriving late or leaving early is recorded correctly.
5. To be responsible for all incoming and out-going mail. In particular:
   1. Receiving and distribution to pigeonholes/post trays all incoming post
   2. Signing for secure packages
   3. Ensuring correct postage is applied
   4. Recording & balancing postage costs
   5. Logging examination post including ensuring certificate of postage if necessary
   6. To take any post to the post office on a daily basis

**ADMINISTRATION**

1. Administration and liaising with parents in respect of free school meals.
2. To set up and administer Parent Pay for any trips which includes any resources.
3. To support the Data Manager with Evolve
4. To deal with the administration connected with home-school transport. In particular:
   1. The distribution of bus passes
   2. Liaison with the Local Authority Transport Team
   3. Checking the validity of bus pass applications
   4. Communication with parents, as necessary
5. To support Student Services as and when necessary.
6. To provide any new staff with a badge.
7. To undertake filing.
8. To provide an inventory of administration equipment to the Office Manager
9. Any other duties which may be reasonably required by the Office Manager

**GENERIC RESPONSIBILITIES**

1. Contribute to and support the school ethos and represent the school in a welcoming and professional manner at all times.
2. To support the effective running of the school on a day-to-day basis including being deployed flexibly where required.
3. To comply with the requirements of Data Protection, Health and Safety, Equal Opportunities, Financial Procedures and other relevant legislations and school policies.
4. Undertake any other duties, which may reasonably be regarded as within the confines of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.