



# IRCHESTER COMMUNITY PRIMARY SCHOOL

SCHOOL LANE, IRCHESTER, NORTHANTS, NN29 7AZ

TELEPHONE: 01933 353848 FAX: 01933 350479

## Job Description Receptionist/Administrator

<b>Job title:</b> Receptionist/Administrator	<b>Grade:</b> D (NJC Salary points 10 to 12)
<b>Work location:</b> School based	<b>Salary Range:</b> £15,613 - £16,123 FTE pro rata
<b>NCC Job match</b>	<b>Job Ref:</b> 1374
<b>Hours</b>	31.25 hours per week/6.25 hours per day 8.30am – 3.45pm
<b>Weeks per year</b>	38 weeks term time (43.45 paid weeks)
<b>Reports to:</b>	School Business Manager
<b>Direct reports:</b>	None

### Job purpose

Under the instruction and guidance of the School Business Manager, the Receptionist/Administrator:

- Is the first point of contact for staff, pupils, families and visitors to the school, dealing with enquiries, greeting visitors and handling all communications.
- Carries out specific administrative duties and general ad-hoc office duties as required, in order to provide an efficient and effective administration service for the school
- Manages input and reporting of assessment data

### General Duties

#### Office Reception

**Outcome:** Positive promotion of the school demonstrated through consideration and courtesy shown to all.

1. Act as the main receptionist for the school in order to receive visitors, staff, pupils, parents and deliveries in a courteous and efficient manner and to deal with telephone calls and emails in a timely manner in accordance with school and NCC policies and procedures
2. Provide information and advice for school visitors, parents, pupils, staff and governors
3. Ensure effective communication at all times, including notices, emails, messages and website updates.

## **Administration**

**Outcome:** Efficient and effective procedures for office organisation are in place

1. Carry out office duties such as photocopying, filing and dealing with general enquiries, to ensure the provision of an efficient and effective administration service for the school
2. Maintain office areas to promote a positive image of the school
3. Maintain pupil database, keeping contact details up to date and assist with admissions procedures
4. Manage administration of school lunches
5. Manage arrangements for before and after school clubs
6. Organise recruitment and arrangements for volunteers

## **Assessment Data**

**Outcome:** Timely and accurate collation, analysis and distribution of assessment data

1. Manage SIMS system to provide data and reports to school leaders in order that they may analyse results and make decisions to support pupil progress
2. To submit statutory assessment data to Northamptonshire County Council and DfE as required
3. To manage online school assessment systems and curriculum support programmes
4. To manage EYFS 'Tapestry' online assessment system
5. To support parents to access online curriculum support

## **Other**

**Outcome:** Provide high quality support for the Headteacher, School Business Manager and other staff, governors, parents and pupils; and respect and adhere to strict rules of confidentiality

1. Be aware of and comply with safeguarding and child protection policies
2. Ensure confidentiality of all matters appertaining to the school and comply with General Data Protection Regulation procedures
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of this post

# **Person Specification Receptionist/Administrator**

## **Essential**

Working knowledge of word processing

Appropriate level of data protection, security and confidentiality awareness

Previous experience in an office environment

Warm and cheerful disposition – a “people person”

Excellent communication skills with a courteous, calm and professional manner.

Health and safety awareness

Ability to prioritise tasks and work more independently to meet supervisory requirements

Ability to operate straightforward office equipment

## **Desirable**

Previous experience working in a school office

Appropriate level of safeguarding and child protection awareness

Working knowledge of spreadsheets

Experience with using SIMS database