



Post Title:	School Receptionist, Administrator and Medical Needs Co-ordinator
Location:	Nishkam Primary School
Reporting to:	Headteacher & Principle Executive
Hours:	37.5 hours per week
Contract:	Term-time only

JOB DESCRIPTION

Main Purpose:

The School Receptionist & Administrator is responsible for delivering a high level of customer service and clerical duties.

Main activities will include:

1. Reception and Administrative duties:

- Maintain a welcoming environment and arrange hospitality for visitors.
- Responsible for the answering of the main school switchboard.
- Ensure face to face enquiries from visitors, parents, staff and pupil are dealt with appropriately.
- Respond to email, text message, and fax enquiries or escalate to relevant staff member, if unable to deal with.
- Answer telephone calls in a polite and courteous manner and promptly forward messages to relevant members of staff.
- Receive and disseminate post and parcels.
- Assists with the mailing and distribution of various documents and communication on behalf of the SLT.
- Word process documents, reports and letters.
- Photocopy, fax and scan documents as required.
- File and record information as directed by SLT.
- Update school databases as directed by SLT.
- Maintain office meeting calendar and schedule meetings held at the school.
- Manage the room booking diary for shared spaces within the school.
- Process DBS checks.
- Update the Single Central Register daily.
- Participate in school marketing events, parent evenings and other activities by supporting the school SLT.
- Undertake other tasks as may be reasonably required.
- Support HT with the internal co-ordination of recruitment, liaison with candidates and organisation of recruitment events.
- Maintain attendance records for all staff.
- Complete payroll on a monthly basis.
- Support HT with data collation for reports.
- Distribution of stock and associated record keeping.
- Ensure after school club registers are ready and prepared for class teachers on a termly basis

2. Health & Safety Responsibilities:

- Supervise the signing in and out of all staff and visitors.
- Undertake minor first aid, as and when required.
- Maintain Health & Safety records along in conjunction with the site manager.
- Co-ordinating the medical and first aid needs of students in conjunction with the SENDCo
- Arranging visits with the School Nurse team
- Maintaining Care Plans & Medicines for students
- Administering Medical Care
- Be responsible for onsite medication in line with school policy, acceptance, and storage of all medication within the office.
- Administer prescribed medication daily – with signed authority
- Attend Health & Safety meetings with the site manager

- Maintain records which relate to medical needs and health and safety i.e fire drill registers, staff first aid incident records

3. Finance administration duties:

- Manage the cash reconciliation record in accordance with the online parent payment system.
- Process invoices and update the budget control record.
- Manage systems for petty cash and money to be banked and maintain the appropriate records.
- Process childcare voucher payments via ParentPay and update finance spreadsheet

4. General Responsibilities:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure compliance with the school's Equal Opportunities Policy and take an active role in promoting equality and diversity
- Support the school's vision, mission, faith and ethos.
- Attend relevant meetings and CPD as required.
- Participate in training, other learning activities and performance development reviews.

PERSON SPECIFICATION – School Receptionist & Administrative

Experience / Knowledge:	One year's experience working in an office or customer service environment – Essential. Experience dealing with the public in person and on the telephone – Essential. Previous experience of working as a receptionist – Preferred. SIMS data management experience – Preferred. Experience of working in a school environment - Preferred.
Key Skills:	The ability to deal tactfully and confidently with telephone callers and visitors. The ability to maintain accurate records and use different IT databases and software packages. The ability to use a range of office equipment. The ability to stay calm when working under pressure. The ability to work independently, flexibly and proactively. The ability to plan and assist in the organisation of events. The ability to form constructive working relationships with colleagues and communicate with a range of audiences, including other employees, governors, parents and pupils. The ability to follow health and safety regulations.
Personal Attributes:	Possess attributes such as reliability, integrity, enthusiasm, energy, perseverance, adaptability. Excellent telephone manner. To be self-motivated, able to work using own initiative and work as a team.
Qualification and Training:	Good numerical and literacy skills to GCSE standard or equivalent – Essential. Educated to degree level in a relevant discipline or equivalent – Preferred. A willingness to receive First Aid and Health & Safety training.
Other Special Conditions of Service:	There is a requirement to undertake an enhanced Disclosure and Barring Service check.