



Job Description: Receptionist/Admin Assistant

Line Manager: Senior Administration Officer
NJC Scale Point 9
Full time 36 hours, term-time only plus one week

Main Purpose of Job

To work creatively in collaboration with our Senior Leadership Team and Office Staff to promote the School on social media platforms and other relevant media outlets.

- Prepare and distribute the School's weekly newsletter and bulletin to parents, staff and governors.
- Amend and update the school website and other social media platforms
- Arrange school photography and manage logistics on the day.
- Arrange Year group trips, events, workshops, sporting activities etc including booking transport, venues, letters to parents and collecting payment via SimsPay, ensuring appropriate permissions have been obtained and risk assessments approved.
- Organising all School educational visits, including security, transportation, budgeting and monitoring and chasing parent contributions.
- Complete miscellaneous duties with regard to school functions/concerts, including sending out invitations, tickets and the sale of such to pupils, parents and visitors.
- Other aspects of this post may vary from time to time, as required by the Headteacher, or other delegated persons of responsibility without changing their general character or the level of responsibility entailed.

Reception

- Monitor the entry of all persons/visitors to the school at the main entrance.
- Greet all visitors in a warm and welcoming manner, dealing with all enquiries as appropriate or referring queries to the relevant person.

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- Ensure that an appropriate form of identification has been given to all parents/visitors/supply staff in line with safeguarding policies and apply for DBS as and when required.
- Answer the telephone/answerphone and direct calls accordingly
- Answer all emails in a timely manner
- Assist the School by maintaining good relationships with staff, parents, governors, contractor's representatives and external agencies in order to promote the objectives of the School.
- Any other duties relevant to the post as requested by the Senior Administration Officer, Headteacher or SLT.

General support and other duties

- 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.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate effectively with the whole school community.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be mindful and supportive of the values of the school and contribute to the overall ethos and aims of the school.
- Be aware of and comply with policies and procedures relating to Child Protection, Health & Safety, Confidentiality and Data Protection, reporting all concerns to an appropriate person.
- To participate in the appraisal process and to engage with professional development (CPD) and other forms of training and support.



Rosh Pinah
Primary School

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- To deputise for absent colleagues as part of the school office team and under the direction of the Headteacher.
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