



## **Elmgrove Primary School and Nursery JOB DESCRIPTION**

Post Details: **Receptionist and Admin Assistant**  
Salary: **GO2**  
Responsible to: **School Business Manager**  
Hours: **34.5 hours**  
**Mon - Tue 8.30am to 4.30pm, Wed – Fri 9.30am to 4.30pm**

### **JOB PURPOSE**

- To work with other members of the administrative team organising and coordinating the effective day-to-day running of the school office including meeting timescales and deadlines.
- Provide efficient and professional service to all stakeholders.
- To cover other admin team members where necessary.
- Reception and telephone duties.
- Provide translation services to Romanian speaking parents.
- Any reasonable task requested by the Senior Leadership Team.

### **Telephone / Reception duties**

- Liaising with staff, parents, pupils and visitors at the reception desk.
- Taking and relaying external and internal school, staff and pupil messages.
- Speaking with outside agencies and parents on the telephone and giving school information to parents.
- Operating the site visitor system and receiving visitors as appropriate.
- Receiving deliveries of goods
- Distribution of post
- To provide hospitality and refreshments to visitors.
- To keep the reception area tidy and organised.

### **Clerical duties**

- Staff briefing minutes
- Filing of school and pupil records.
- Maintaining consent form
- Attendance.
- Efficient organisation and communication of school event planning as outlined on the school event calendar.
- Booking coaches for trips, ensuring all legislative and insurance documentation are collected prior to booking.



**Clerical duties - continued**

- Co-coordinating after school clubs, ensuring all legislative and insurance documentation are collected prior to booking
- Updating after school club registers
- Typing, preparing and duplicating letters, reports, and documents.
- Assisting in the management of the ParentPay system,
- Responsibility of ensuring all ParentPay school debts are collected in a timely manner according to the school's zero debt policy.
- Responsibility for coordinating the school meal system, producing ad-hoc reports as required, liaising with the school chef daily on meal requirements and any school trip packed lunches.

**GENERAL DUTIES:**

Undertaking necessary training

Compliance with and promote the school's health and safety, safeguarding and equal opportunities policies.

Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

***Everyone who works at Elmgrove Primary School and Nursery has the responsibility for promoting the child protection, safeguarding, health and safety and welfare of children.***

**Signature** \_\_\_\_\_ **Date :** \_\_\_\_\_

**Signature** \_\_\_\_\_ *S Neary* \_\_\_\_\_ **Date :** \_\_\_\_\_

Sarah Neary  
Headteacher



**Elmgrove Primary School and Nursery  
PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	A good level of general education	
<b>Experience</b>	Team working  Organising own workload and using initiative	Working in a school  Maintaining accurate data on computerised systems – preferable SIMs
<b>Skills. Knowledge and aptitude</b>	Fluent in English and Romanian  Good communicational skills  A high standard of numeracy and accuracy  Good IT skills including the use of Word & Excel  Experience of maintaining accurate manual and computerised systems  Excellent communication skills  Ability to work under pressure  Willingness to learn new skills  Understanding of the importance of adhering to financial controls and procedures	GDPR awareness
<b>Equal Opportunities and Safeguarding</b>	Willingness to comply with and support the school's Equal Opportunities and Safeguarding policies and principles	



<b>Personal attributes</b>	Flexible attitude  Initiative, enthusiasm and determination  Ability to establish and maintain effective working relationships at all levels  Ability to work hard and prioritise within competing deadlines  Willingness to undertake training as and when required  Commitment to teamwork  A sense of humour	
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