

Job Description:

Front Office: Reception/Admin Assistant

Grade 3 £24,796 rising to £25,185 – pro rata (actual salary approx. £16,934 rising to £17,200)

8.30 am to 3.15pm 4 days a week with a 30-minute unpaid lunch break and 1 day start at 08.30 – 1.30pm (no break)

30 hours per week – Term Time only

Line Manager: Office Manager

Core Tasks:

Reception Duties	To cover reception duties as part of Front Office team from to include the receiving of visitors and deliveries, answering the phone and dealing with any queries or passing on messages/children's property promptly.
General Clerical	Working as part of the Admin team general duties include: <ul style="list-style-type: none">• Letter / email writing• Filing• Photocopying• Keeping all administration up to date, liaising with parents, staff and outside agencies as necessary.• Inputting of invoices and receiving/sorting deliveries of resources.• Complete admin tasks as directed by Office Manager
Pupil Welfare First Aid for all Children and Staff	To support First Aid for children in all year groups as required. Should be willing to regularly update training as needed. It may be necessary for school first aiders to provide first aid for pupils either when offsite or outside the usual school hours. This may mean additional hours and evening work by negotiation.
Software CPOMs	<ul style="list-style-type: none">• To use the Bromcom system to refer to any pupil data queries.• To use parent pay system• To use Teachers to parents communication system• To use schools buddy clubs systems• Hot Meals system Kanpla For child information updates

NO MANAGEMENT OR SUPERVISION OF STAFF IS IMPLIED OR INTENDED WITHIN THIS GRADING
This is intended to be as full an outline as possible. However, flexibility is of course vital and you may be asked to undertake tasks which are not separately included at times of extra pressure or to help cover for staff shortage or sickness.