



JOB DESCRIPTION

Name:

Job Title: Apprentice receptionist/ administration assistant

Accountable to: School Business Manager through the Office Manager

Date:

Hours per week 32.5 hours a week

Weeks per year

39

General Information

1. Details of the general terms and conditions applying to this post are outlined in the Statement of Particulars provided to you on appointment to this post. The post holder should familiarise themselves with the school's policies which can be found on the staff area on the school's IT system.
2. The following is an outline of the range of duties that can be expected of a member of staff in the above post. It is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the school and the children, without changing the general character of the job or the level of responsibility entailed.
3. To train as a school administrator, to undertake a structured training program of academic study and work in order to gain the required skills and knowledge to support the school and gain an appropriate qualification.

A Key responsibilities of all Admin Staff

The multi-faceted and variable nature of the school administrator role, means staff must always focus on ensuring that the school runs effectively. All school administrators need to be multi-skilled, as much of the work needs excellent organisation skills and the ability to communicate politely and effectively. A good administrator should be able to take appropriate action on own initiative, resolving minor matters and referring more serious/complex issues to the Office Manager.

The list below outlines some of the duties that any member of the school admin team may be asked to carry out:-

1 Enquiries

School administrators are often a focal point for enquiries, and the first-point provider of information. They may be approached by staff, pupils and parents, either in person or via telephone, email or letter. As well as maintaining a high degree of professionalism, customer service and discretion, an ability to stay cool and be sympathetic is key.

2 Communications & Liaison

The circulation of information amongst staff, pupils and their parents is the responsibility of all members of the school admin team. Often this involves the distribution of written information, so being able to write clearly and effectively is important. In addition to communicating within the school setting (staff, governors, pupils and parents), school administrators may also be expected to liaise with other institutions, external agencies and local authorities including showing visitors around the school when necessary



JOB DESCRIPTION

3 Organising and note taking at meetings

These could include staff meetings, meetings of school governors, and school committees and boards, annual reviews; with tasks including organising and circulating information about the meeting, the preparation and distribution of agendas before the meeting, and minute-taking and distribution of minutes and action points after the meeting

4 Administration of the pupil information

Co-ordinating the recording or collation of information from registration, absences, medical information, dietary requirements, reports, pupil development targets etc

5 Data entry and management

School admin staff will be responsible for the upkeep of the school's management information system (MIS), requiring a high level of IT proficiency. They may also be involved in the collation and entry of data relating to various areas of school activity. As such, all school administrators play a key role in school record-keeping.

6 Preparation of reports and statistics

The data held within the MIS may be used by the administrator in the preparation of reports and statistics for either use within the school (e.g. staff and management meetings) or externally (e.g. submitting reports or statistical information to local authorities).

7 General office duties

In addition to handling phone calls, emails and letters, this may include filing, photocopying and other clerical tasks. School administrators are generally expected to have a good level of IT literacy, be confident in word processing and be able to cover for colleagues in their absence or in times of acute work pressure and train colleagues and new staff under the direction of the Office Manager

8 Organising and facilitating educational and social activities

The school administrator may be asked to be involved in anything from booking minibuses and theatre tickets or accommodation for school trips, to selling raffle tickets, school dance tickets or helping to organise other school events.

9 Budgets and financial records

Some school administrators are involved at a high level in the management of school budgets and financial records; others may be concerned with school finances on a lesser scale involving dinner money, school trips and other funds.

10. School procedures

To adhere to all school procedures and policies, to contribute to safeguarding the welfare of children in the school and the overall ethos, work and aims of the school in meeting the needs of the children



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B) Specific duties within this Job Description - whilst one person may more usually carry out these tasks, they are not to be seen as carried out exclusively by one person as any member of the admin team could be asked to undertake work in this area when needed, due to staff absence or in times of acute work pressure.

1. With support from other members of the Admin Team:
 - Assist with ensuring teachers have resources required for September
2. Take in, record, reconcile and chase outstanding dinner money
3. Ensure registers are up to date, ready for distribution each morning and checked when returned for forms, money etc and that these are dealt with appropriately.
4. To ensure information in SIMS is kept up-to-date as required including parent/ carers contact details, free school dinners, photographic consent and attendance marks
5. Send out attendance letters as required such as N mark letters and ensure letters are saved on SIMS. Send out other letters as requested by the attendance officer/ Office manager
6. Check the post in and distribute accordingly.
7. To ensure Stationery is delivered to staff on a regularly basis (currently fortnightly)
8. To ensure the resources cupboard is tidy at all times by checking and tidying weekly
9. Ensure printing and other resources are created and produced as requested by teachers in a timely manner noting any issues with the office manager.
10. Support other office staff with administration jobs as required.
11. Ensure post is sent out by the most appropriate, best value method or as required.

Signed by Head Teacher _____

Date _____

Signed by Staff Member _____

Date _____