



## Job Vacancy – Office Assistant/Receptionist

We are looking to appoint a person with great interpersonal skills, who is very organised with the ability to prioritise, multi task and work efficiently. You will require excellent IT skills in Word, Excel, Publisher and Office 365. You should understand the need for high standards and confidentiality.

25 Hours per week - Mon-Fri 10.30am-4.00pm (30 min lunch)

Closing date: Friday 12th October 2017

Interviews: Week commencing 15th October 2017

Start date: Monday 30th October, but flexibility will be given for the right person.

**Please do not send in a CV, contact Tina Cullen for an application pack.**

**Tel: 01604 401547 - [tina.cullen@wfps.org.uk](mailto:tina.cullen@wfps.org.uk)**

### **JOB DESCRIPTION**

#### **OVERALL RESPONSIBILITY**

- To act as a first point of contact with the school for parents and visitors.
- To assist in the effective and efficient running of the school office.
- To own and maintain the electronic school diary
- To own and maintain the school website.

#### **DUTIES**

##### **Administration**

1. Undertake receptionist duties – acting as first point of contact with the school, responding to enquiries either by telephone or face to face, and passing appropriate messages/information to staff.
2. Receive all visitors and deliveries, inform appropriate staff and ensure visitors sign into the school and are given security badges.
3. Collate, prepare and update the School calendar.
4. Maintain and update the school website.
5. Adhere to school procedures in assisting in the completion of the appropriate form when required, for example, the administration of medicines, leave of absence, signing pupils 'in' and 'out' of the day book.
6. Distribute and collate the forms for new starters and at the beginning of the year - consent forms for blog, photograph, trips in local community, Data Collection Sheets etc.
7. Respond to day to day queries regarding 'PALS' the School's Before and After School Club and produce daily registers.

8. Distribute letters to parents by means of the school's Scopay system; producing paper copies where relevant.
9. Update and maintain the communication system with pupil and parents' details ensuring the groups and classes are amended where necessary.
10. Undertake photocopying as necessary, e.g, end of year reports, performance tickets
11. Maintain an orderly and secure storage of supplies to ensure a safe working environment.
12. Maintain a neat, safe and tidy office environment, including archiving where necessary.
13. Monitor the level of office supplies, for example, envelopes, paper, stamps, etc and notify the SBM as required.
14. Support the management of formal and informal communications in the school.
15. Aid in distributing incoming mail and despatching outgoing communications.
16. Update the birthday board.
17. Collate the pupil accident forms and give to HT for signing.
18. Create and maintain registers for extra curricular clubs, together with a list of current clubs.
19. Update the staff photograph board and undertake the visitor /staff badge administration.
20. Administration of second hand uniform sales
21. Undertake other routine clerical and administrative duties as required.

### **Supporting Staff**

1. Provide staff with pupil information as required.
2. Empty the class blue bags (sorting contents into appropriate piles and distributing accordingly).
3. Assist other staff members with photocopying, filing, etc
4. Work with others in updating and producing the staff handbook(s), school prospectus, etc.
5. Work with the Headteacher to support the analysis of data.

### **Supporting Pupils**

1. Provide pupils with relevant information as requested.
2. Provide for individual pupil welfare needs, monitor pupil sickness requirements, administer medication when necessary, and make arrangements with parents to collect sick children.
3. Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
4. Set a good example in terms of personal presentation, attendance and punctuality.

### **Health and Safety**

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety & Welfare.
3. Support the School's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.
4. Check on medical supplies in medical room and place order with SBM.

### **Continuing Professional Development - Personal**

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available e.g. improvement of IT skills
3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.