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| FORT ROYAL COMMUNITY PRIMARY SCHOOL JOB DESCRIPTION:  RECEPTION AND CLERICAL ASSISTANT |

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| Hours : 8am -12:30pm Mon – Fri (22½ hours per week).  Scale 2 SCP 3-4  Term time only plus TED days  Immediate Supervisor: Office Manager; School Business Manager.  Main Purpose of Post: To provide clerical, secretarial support to the school (including nursery) and undertake a range of administrative tasks and reception duties including administering the school staff training. |

General administration support

* General maintenance and administration of pupil files.
* Administer the ordering and receiving of deliveries of school goods and resources; e.g uniform, monitoring and distribution as required.
* Respond to alarms and support with fire evacuations as required in the role of fire marshal.
* Assist pupils.
* Support the headteacher and SLT, and other staff as requested and appropriate
* Produce reports from and keep SIMS and other systems up to date
* Deal with all telephone, email and message enquiries and requests both internal and external ensuring they are addressed appropriately
* Welcome and greet all planned and unexpected visitors utilising the Inventry system and directing them as appropriate.
* Deal with nonroutine enquiries within set management guidelines.
* Preparation of documents using Microsoft Office
* Providing full secretarial support to the Senior Leadership Team when required.
* Support finance officer as required.
* Support with administering the pupils’ milk ordering
* Administer aspects of online and other training for school staff, ensuring the completion of required training
* Daily record keeping such as logging pupil absences, lunch orders, near misses etc.

Compilation and Maintenance Records, Returns and Database.

* Maintaining stocks of standard forms proforma etc.
* Keeping records and registers as necessary.

Printing, Reprographic and Copying.

* Administer information in and out of the office for pupils and staff including the preparation and copying of letters, menus, diary dates etc.

## Transport

* Update records for Transport Department at WCC as appropriate.
* Maintain and update schools’ transport route lists.
* Liaise with Transport Department, passenger assistants and parents, as necessary.
* Make ad‑hoc emergency arrangements as and when required.

Interaction With Staff, Students, Parents and other Agencies.

* Routine contact with pupils, staff and parents.
* Dealing with routine and non‑routine enquiries from pupils, staff, parents, the public, Governors, multidisciplinary support staff, suppliers/contractors, Local Authority departments etc.
* Communication/interpretation and support to pupils.
* Contacts with members of outside organisations at all levels on a wide range of major matters.

To carry out any other duties and tasks that are deemed to fall within the remit of the post.