

# FORT ROYAL COMMUNITY PRIMARY SCHOOL

## JOB DESCRIPTION:

### RECEPTION AND CLERICAL ASSISTANT

Hours : 8.30am-3.30pm each day, 32.5 hours a 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.

#### General administration support

- General maintenance and administration of pupil files.
- Administer the ordering, purchase, distribution and stock control of school uniform.
- Respond to alarms and support with fire evacuations as required.
- 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 enquiries both internal and external
- Greet planned and unexpected visitors utilising the Inventory system and directing them as appropriate.
- Deal with non-routine enquiries within set management guidelines.
- Preparation of documents using Microsoft Office
- Providing full secretarial support to the Senior Leadership Team when required.
- Receive goods and deliveries
- Support finance officer as required.
- Administer the pupils' milk ordering system
- Administer aspects of online training for school staff

#### 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.