



## SIR ROBERT GEFFERY'S PRIMARY SCHOOL

**A School for Enthusiasts**

*Where we 'live life in its fullness' (John 10.10)*

*Knowing that God is our strength and with*

*His help we will be the best we can*

**Job Title:** Clerical Assistant/Receptionist  
**Grade:** C - £18,327 FTE (pro-rata)  
**Hours:** 15 hours per week 39 working weeks / 44.263 paid weeks  
**Responsible to:** School Administrator, Headteacher

### **Important Functional Relationships:**

**Internal:** Headteacher, Administration staff, Senior Leadership Team, Teachers, Support staff, Pupils, Governors  
**External:** Parents, Visitors, Contractors

### **Duties and Responsibilities**

1. To welcome all visitors to the school, ensuring signing in procedures are followed in accordance with the school's safeguarding procedures. To liaise with the School Administrator to ensure that visitors, volunteers and contractors are recorded on the Single Central Record as necessary. To arrange for contractors to be escorted where necessary.
2. To receive and prioritise incoming telephone calls, dealing with them promptly and appropriately including accurately recording messages as required and ensuring any follow up action is taken. To liaise with staff, governors, pupils, parents and outside agencies as and when required.
3. To sort incoming mail (e-mails and post) and prepare outgoing mail/email appropriately.
4. To use school administration systems such as SIMS, Parentpay and School Interviews software.
5. To maintain the school diary on a daily basis, in liaison with the Headteacher, office staff, teachers and support staff; ensuring all events, room bookings, visitors, etc. are included. To be aware of all visitors who are expected at the school.
6. To photocopy and distribute letters for parents / carers to class teachers in a timely manner as requested, or distribution by email.
7. To assist the School Administrator in maintaining accurate pupil records, ensuring all new pupils joining the school and those leaving are recorded on the school's administration systems. To ensure pupil records are transferred in the correct manner.
8. To assist with the text messaging system ensuring that all messages are sent to parents/carers in accordance with instructions (either by text or email) as instructed by the Headteacher/School Administrator.
9. To ensure all data stored is accurate and up to date, and to ensure the utmost confidentiality with regard to such data and information.

10. To record late arrivals and absences of pupils during the day in liaison with the School Administrator. To contact parents/carers for reasons for absence, if they have not been reported.
11. To maintain accurate school attendance records and process data. To assist in the production of reports and statistical information relating to school attendance as requested.
12. To carry out the administration of after school clubs, ensuring that registers are prepared and ready for collection each evening.
13. To assist in the collection of school income from parents (including dinners, trips etc). Ensuring all monies are recorded accurately.
14. To undertake typing/word processing of correspondence, standard letters, reports, publications and other documents as required.
15. To undertake filing in accordance with the established systems as requested. To work within and maintain all established administrative systems and procedures.
16. To assist in the maintenance of the school meals' records, including the completion of weekly/monthly returns.
17. To assist in the arrangements and organisation of medicals e.g.. eye tests and administration relating to prescribed drugs and first aid.
18. To maintain at all times the utmost confidentiality with regard to all pupil records, personal data relating to staff, other information of a sensitive or confidential nature and financial reports.
19. To assist with the administration of school trips/sports competitions including preparing letters to parents.
20. To assist in the collection of swimming, mini bus and trip money. Ensuring all monies are recorded accurately and banked as required.

### **General Responsibilities**

1. To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
2. To be aware of, and adhere to, applicable rules, regulations, legislation and procedures including the School's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, GDPR, Data Protection).
3. To maintain confidentiality of information acquired in the course of undertaking duties for the School.
4. To undertake other duties appropriate to the grading of the post as required.

### **In addition, the following 'Code of Conduct' areas:**

- Operate at all times within the stated policies and practices of the school.
- Aim for the agreed vision of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Have the upmost regard for 'safeguarding' our children.