

JOB DESCRIPTION

School ELMBRIDGE PRIMARY SCHOOL	
Job Title Assistant Administrator and Receptionist	Grade 3 Pts 4-6 (£25,185 - £25989 pro rata term time only)

1. JOB PURPOSE

To provide reception and administrative support to the Head Teacher, School Business Manager, School Administrators and teaching staff of the school.

2. MAIN DUTIES AND RESPONSIBILITIES

- To provide an efficient reception service for visitors, pupils and parents ensuring that the enquirer is dealt with in a positive, sensitive, and professional manner.
- Take responsibility for maintaining a welcoming, tidy and professional Reception area.
- Answer telephone calls promptly and deal with all enquiries in a sensitive, professional and compassionate manner. Record messages and promptly pass to the individual concerned.
- Process school documentation using Word and Excel.
- Deal with incoming and outgoing mail and deliveries.
- Manage and monitor the school's admin email box with other members of the admin team.
- Provide general clerical support to the Head Teacher and staff e.g. photocopying, filing, emailing, completing forms and responding to correspondence.
- To assist with the preparation, distribution and collation of staff and pupil school meal requirements. Liaise with the outside catering staff on a daily basis. Collect monies using ParentPay and chase any outstanding debts from parents/staff.
- To assist with pupil first aid and welfare duties and maintain Medical Authorisation forms. Seek advice from other trained staff if unsure

about the treatment of any injured/unwell child and, where necessary, telephone the parent of any child whom it is considered needs to be sent home and inform the class teacher accordingly.

- Communication with parents using the school's online email/text messaging service and Google forms.
- Maintain electronic diaries and make appointments.
- Use SIMS to update pupil and parent contact details and provide reports for staff.
- Support SBM with maintaining the school archives in line with the School's Records Management Policy.
- Record maintenance issues on behalf of staff if required using the online Every system
- Report service requests for photocopiers requiring maintenance by telephone or using the Konica online service portal
- Distribution and collation of medical information for School nurse and dental visits etc.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting any concerns to an appropriate person.
- Attend and participate in meetings and/or appropriate CPD as required.
- Contribute to and support the overall ethos, work and aims of the school.
- To undertake any other duties commensurate with the duties/responsibilities/grade of the post as required for the efficient running of the school office.

3. QUALIFICATIONS/EXPERIENCE

- A good standard of education is required.
- Office experience is preferable.
- Typing skills using Word is essential.
- Knowledge of SIMS packages desirable.

4. SUPERVISORY RESPONSIBILITY

Nil.

5. SUPERVISION RECEIVED

From the Head Teacher or School Business Manager.

6. PRINCIPAL CONTACTS

- Staff and pupils within school
- Visitors including parents and governors
- Departments throughout the County Council
- Suppliers

7. SPECIAL CONDITIONS (if applicable)

8. HOURS OF WORK

10 hours per week

Monday to Friday 1.30 - 3.30 p.m.

38 weeks per year (term time only)

Leave entitlement between 5.55 and 6.55 weeks p.a. pro rata depending upon weeks worked/number of years' service.

Leave to be taken during school holidays.

The school undertakes to provide all staff with appropriate training and development to ensure their ability to carry out their duties. The school also undertakes to provide an annual system of Performance Management. This will take place at the beginning of each academic year alongside the Class Teacher Performance Management cycle.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check

October 2025

Signed on behalf of the Governing Body Date

Signature of Postholder..... Date