



The Westminster School

JOB DESCRIPTION

Job Title	School Administrator (Receptionist)
Band/Job Group	Band B
Hours/Weeks	37 Hours per week
Special Conditions	Term Time Only + 5 INSET Days
Responsible to	Head Teacher/School Business Manager

Job Summary

- To provide an effective and efficient Receptionist service to The Westminster School.
- To be the first point of contact for the School.

Additional duties and responsibilities

Administration

Dealing with telephone enquiries to the school. Making outgoing routine telephone calls as requested.

Greeting visitors to the school, signing in and out, issuing security passes. Providing necessary hospitality.

Dealing with enquiries from pupils, staff, parents and external agencies.

Duplicating & distribution of information and school letters.

Dealing with information relating to free school meals.

Stock control of office stationery and replenishing as required.

General word processing, routine I.T. tasks and operation of SIMS (School Information Management System).

General administrative tasks including filing.

Recording of deliveries on FMS.

Attendance

Electronic recording of all school absences and the reasons for absence.

Contact parents after first day absence and liaise with parents for longer absences.

Liaise with staff about children's absence.

To participate in the operation of the Council's Personal Performance Development Scheme

It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.

Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.