



Sir John Cass's Foundation
Primary School

Headteacher: Miss A Allan

JOB DESCRIPTION

Post: Reception and Administrative Assistant

Grade: SJC A

Venue: Sir John Cass's Foundation Primary School

Responsible to: School Business Manager

Work as an active part of the administrative team to provide a well organised and effective support services function contributing to the efficient operation of the school and contribute to the goal of achieving an exceptional education for every child.

Key responsibilities

1. To provide secretarial, clerical and administrative support to the Headteacher, Deputy Headteacher, School Business Manager and other staff.
2. To assist in the maintenance of financial, human resources, admissions and other administrative systems and resources.
3. To be an ambassador for the school when meeting parents and other visitors.
4. To contribute to the overall aims, objectives and ethos of the school.

Customer Focus

1. Model excellent professional relationships with children, parents and other professional in the school.
2. Contribute towards an excellent administrative service to all sections of the school community.

Reception

3. Assist with receptionist duties throughout the school day: acting as a point of reference for children, parents, visitors and telephone enquiries.
4. Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, referring more serious matters to appropriate member of staff.

Communication

5. Adhere to school procedures and ensure that staff receive messages (telephone, email, face-to-face) promptly and accurately.

Sir John Cass's Foundation Primary School
St James's Passage, Duke's Place, London, EC3A 5DE
0207 283 1147
www.sirjohncassprimary.org

6. Assist with the maintenance of notice boards, update timetables / rotas, sort and distribute mail.
7. Under the direction of the Headteacher, Deputy Headteacher or School Business Manager post updates to the school website. Photocopy and send out letters.

Administration

8. Provide general confidential administrative assistance to Headteacher, Deputy Headteacher and School Business Manager, to include word processing, correspondence, appointments and meetings, maintain general and confidential filing systems and provide hospitality as required.
9. Assist with stock control for school stationary items.

Finance

10. Raise orders where required ensuring that they are appropriately inputted on to the school's financial system. Receipt deliveries and reconcile the uninvoiced and expected receipts reports.
11. To assist with the submission of accounts payable invoices to the City of London Corporation's Accounts Payable Team to ensure timely payment for goods and services.
12. Assist with income collection and billing for a range of services including: school meals, voluntary contributions, extended services, clubs, nursery fees and any other monies collected for events held at the school). Duties to include the collection, receipt and banking of income, assisting with the issuing of reminders for arrears and contribute towards the promotion of advance payments from parents.
13. Use SIMS dinner money module to track payments.

Data Management

14. Maintain high standards when accessing and updating confidential information, complying with the school's data protection procedures and legal requirements.
15. Assist with the pupil admission and staff recruitment processes through the accurate maintenance and update of the Schools Information Management system (SIMS).

Safeguarding

16. Comply with policies and procedures covering child protection, health, safety and security.
17. Contribute to safeguarding and the welfare of children in school.
18. Ensure that visitors and contractors can be identified by wearing clearly visible lanyards.
19. Carry out duties and responsibilities in accordance with the LA, diocese and school policies.

Please note: the above is not exclusive and the post holder will be requested to undertake such duties as may be reasonably expected.

This job description was agreed by the post holder and the Head teacher on behalf of Sir John Cass's Foundation Primary School governing body on: _____

Post Holder: _____ Headteacher: _____

PERSON SPECIFICATION

Category	Requirements	Essential/ Desirable
Education/Training	GCSE in English and Mathematics at Grade C standard or above	Essential
Experience / Knowledge	Excellent IT skills, including word, excel and email.	Essential
	Ability to organise and prioritise workload effectively.	Essential
	Basic knowledge of data protection legislation	Desirable
Safeguarding	Knowledge of child protection and safeguarding procedures.	Desirable
Skills/Abilities	Ability to pay close attention to detail to maintain effective and accurate records.	Essential
	Ability to use other technology confidently to support learning including SIMS and EYMIS (with training if required).	Essential
	Ability to work independently and take initiative when appropriate.	Essential
	Flexibility and ability to work as part of, and contribute to, the school's administration team.	Essential
	Excellent time management skills, including the ability to determine priorities and deal with conflicting deadlines.	Essential
	Ability to work under pressure in a busy school environment.	Essential

	An understanding of the necessity for strict confidentiality where appropriate.	Essential
	Resourcefulness, enthusiasm, patience and a sense of humour. Good interpersonal skills and an ability to communicate effectively at all levels.	Essential
	To have a commitment to continued professional development through attendance at courses/training.	Essential
	Uphold and follow school policies and promote the ethos of the school.	Essential
Learning Focus	Excellent IT skills and willingness to undertake further training as required.	Essential
	A commitment to learn new skills.	Essential