



EDWARDS HALL PRIMARY SCHOOL

JOB DESCRIPTION

<u>Job Title</u>	Receptionist/Welfare Assistant
<u>Responsible to</u>	Head Teacher, School Business Manager
<u>Liaison with</u>	Teaching staff, support staff, pupils, parents, governors, LA staff, visitors to the school, members of public.
<u>Main purpose</u>	To be the first point of contact for all visitors to the school and provide welfare assistance for pupils and staff ensuring that the school is presented in an efficient, welcoming and attractive manner.
<u>Main activities include</u>	<ol style="list-style-type: none">1. Receiving visitors and telephone calls, providing a positive, helpful and welcoming impression of the school.2. Ensuring all visitors comply with the schools security arrangements, including providing badges and ensuring the use of the visitors signing in of the visitors book.3. Acting as the Schools Primary First Aider, and all that that entails. (Checking/logging medicines kept in classrooms, ensuring all medical care plans are up-to-date and accessible, meeting with parents to compose IHCPs/updates, management of medical intranet site, ordering any first aid stock)4. Handling mail, including opening, date stamping and distributing post to the correct person. Sending and logging post as necessary. Ordering postage stamps as and when required.5. To maintain the school diaries, liaising as necessary with staff, pupils, parents, professional colleagues and the public.6. Checking parcels against orders, ensuring new stock is appropriately marked and distributed to the correct area.7. Selling of school uniform, and other stock items, and ordering as necessary. Displaying second-hand uniform for sale.8. Assisting the school nurse with the administration of medicals, including updating of Care Plans.9. Maintenance of School Clubs registers and ensuring website and notice boards contain the correct School Club information.10. Liaising with other schools over sports and other intra school events, arranging transportation when required.11. To provide hospitality to visitors and assistance at school functions e.g. setting up areas, organising refreshments.12. To be responsible for the administration of the various initiatives that impact upon the children's welfare e.g. Fruit and vegetable scheme, Free Milk for schools etc. To ensure that all returns are completed in a timely fashion.13. Ensuring Photocopiers/reprographics equipment is re-stocked and in good working order. Such other duties of a clerical/welfare nature including reprographics as may be required by the Head Teacher.



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14. To arrange and co-ordinate administration arising from school photographs, book clubs and the collection of monies associated with them.
15. Provide assistance from time to time with the arrangements for the governing body including the election of parent governors.
16. Sorting & distributing any lost property.
17. Ensuring office areas and entrance halls are tidy and parent notice boards are up to date and attractive.
18. Acting as deputy to Pupil Administrator in their absence.

Duties may be varied to meet changed circumstances in a manner compatible with post held.



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Personal Specification:

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> • GCSE C+ equivalent English and Maths 	x	
<ul style="list-style-type: none"> • A' Levels 		x
<ul style="list-style-type: none"> • Emergency First Aid at Work 		x
Experience		
<ul style="list-style-type: none"> • working within an administration environment 	x	
<ul style="list-style-type: none"> • working within an educational administration environment 		x
<ul style="list-style-type: none"> • knowledge of SIMS 		x
<ul style="list-style-type: none"> • competent computer skills (Microsoft Office/Google) 	x	
Skills / Abilities / Attributes / Knowledge		
<ul style="list-style-type: none"> • flexibility and adaptability, as well as the ability to work well under pressure 	x	
<ul style="list-style-type: none"> • excellent communication and listening skills 	x	
<ul style="list-style-type: none"> • assertiveness in dealing with pupils, parents and fellow professionals 	x	
<ul style="list-style-type: none"> • proficient organisational and time management skills 	x	
<ul style="list-style-type: none"> • the ability to relate to children and adults 	x	
<ul style="list-style-type: none"> • report writing skills and the ability to maintain accurate records 	x	



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<ul style="list-style-type: none">• the ability to empathise	x	
<ul style="list-style-type: none">• the capacity to motivate and act as a role model	x	
<ul style="list-style-type: none">• knowledge of the rights and responsibilities of parents	x	
<ul style="list-style-type: none">• negotiation skills	x	
<ul style="list-style-type: none">• the ability to analyse problems and devise solutions	x	
<ul style="list-style-type: none">• an understanding of confidentiality and the handling of sensitive information	x	
<ul style="list-style-type: none">• a commitment to equality and diversity	x	
<ul style="list-style-type: none">• An eagerness to gain experience, expertise and professional development through this position	x	
<ul style="list-style-type: none">• a commitment to safeguarding	x	