

**Acre Hall Primary School**

|  |  |
| --- | --- |
| **POSITION:** | Administration Officer/Receptionist |
| **REPORTS TO:** | Office Manager |
| **GRADE:** | Band 3 (scp 17 to 21) |

**KEY RESPONSIBILITIES**

**Reception Duties**

* Receive all visitors into school in a friendly and efficient manner, ensuring ID checks are in accordance with safeguarding procedures;
* Deal with telephone queries and pass on messages in a prompt and efficient manner;
* Arrange meetings with parents and other individuals when requested;
* Arrange school tours and visits for prospective parents;
* Register children who arrive late or leave during school hours and ensure this information is logged using SIMS;
* Assist with hospitality for CPD courses and other programmes arranged by the school;
* Open and distribute incoming post and ensure outgoing post is dealt with efficiently when required.

**General Administration/ Communication**

* Responsible for assisting with the administration and record-keeping relating to pupils on the SIMS.net system (attendance, in-year transfers, assessment data, pupil census returns);
* Responsible for administration and organisation of other school activities and events including school photographs, educational and residential visits, parents evenings, pupil reports, school performances – including communication with parents, maintenance of records, liaising with external parties;
* Responsible for the administration of external communication from the school including newsletters, ParentMail content, Twitter etc.;
* Responsible for the administration of Breakfast and After School clubs including maintaining registers and ensuring ParentPay procedures are followed;
* Administration around the employment of volunteers including DBS checks, emergency contact details etc;
* Update school policies under the guidance of the Office Manager;

**Attendance**

* Daily update of SIMS.net system to reflect pupil attendance;
* Weekly monitoring of school attendance statistics;
* Collation of answerphone message and e-mails regarding pupils absent from school;
* Liaison with Well Being Advisor and Head Of School ensuring attendance issues are addressed
* Contact with parents as requested regarding any absence issues.

**Financial**

* Updating and management of the ParentPay system regarding collection of monies for school meals and changes to school meal patterns;
* Monitoring of the ParentPay system and management of collection of monies overdue for school trips, wrap around care and other clubs;
* Ensuring Office Manager and club leaders are notified of any arrears issues;
* Ensuring internal controls and segregation of duties are adhered to at all times with regard to the procurement process surrounding stationery orders and school trips;
* Raising purchase orders using the SAGE financial platform (under the guidance of the Finance/ HR Officer)