



Christ Church CE Primary & Nursery Academy

Diocese of Chichester Academy Trust (DCAT)

Job Description

JOB TITLE:	Receptionist and Attendance Administrator
SALARY RANGE:	Single Status Grade 3 Scale Point 7 to Single Status 5 Scale Point 13
RESPONSIBLE TO:	Head Teacher
MAIN PURPOSE OF THE JOB:	<p>To provide an efficient and professional reception service for the Academy, dealing with all callers on the telephone and in person, promptly and courteously. Prioritising workload effectively under pressure and coping with conflicting demands and interruptions in order to meet internally and externally imposed deadlines.</p> <p>The post holder will work closely with the Assistant Head for Pupil Wellbeing, Behaviour and Attendance, ensuring any delegated administrative responsibilities are carried out as a priority.</p>

KEY TASKS

1. To answer all incoming calls, both internal and external, redirecting/taking and relaying messages as necessary and acting on instructions received.
2. Using the Academy text and email messaging service (Teachers2Parents) to send and reply to messages.
3. To receive all visitors and ensure they sign in and out in accordance with the Academy's safeguarding procedures.
4. To deal with general day to day enquiries from parents, pupils and staff.
5. To assist with the preparation, distribution and collation of checklists for school meals, liaising with catering staff on a daily basis. To liaise with parents about outstanding lunch money.
6. To update the school website at least weekly, within the dedicated time.
7. On receipt of signed parental consent, receive, record and administer prescribed medicines to children.
8. To word process school documentation as requested, including the school newsletter.
9. To maintain the register of alternative going home arrangements made by parents each day ('End of Day' arrangements).

- 10.** To assist the Assistant Head responsible for pupil attendance in applying the Academy's attendance policy, recording daily attendance and absence messages in Arbor (Management Information System).
- 11.** To record and post all outgoing mail, when required.
- 12.** To receive deliveries, checking goods off against the delivery notes and updating invoices accordingly.
- 13.** To update the Academy's Parent Pay system, inputting attendance at clubs and school lunches taken daily.
- 14.** To undertake responsibility for the Academy's GDPR related administration as delegated by the Academy Trust lead.
- 15.** To undertake, photocopying, filing and other general office duties.
- 16.** To take part in training activities offered by the Academy and the Trust to further knowledge (within employed hours).
- 17.** Any other duties that are identified to be job related.
- 18.** To carry out the above duties in accordance with Equal Opportunities and Health and Safety Policies.
- 19.** To play a full part in the life of the Academy and its community, to support its mission statement "Learning to live together, together living to learn" and Christian ethos. To be a role model to staff and pupils.

The Governing Body and Diocese of Chichester Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties 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.