

# St Andrews CofE First School

Hewell Road, Barnt Green B48 8NG



## JOB OUTLINE – Receptionist

**GRADE:** Scale 2 SCP 3-4 (€24,796-25,185 FTE Valid 01.04.25-31.03.26)

**RESPONSIBLE TO:** Finance Manager

### JOB PURPOSE

Under the direction of senior staff, to undertake a range of clerical, administrative and financial duties.

### JOB RESPONSIBILITIES AND TASKS

- Undertake reception duties, answering routine telephone and face-to-face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist with arrangements for visits by school nurse, photographer etc.
- Carry out photocopying, filing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required
- Record and maintain attendance data
- Maintain and collate pupil reports
- Undertake typing, word-processing and other IT based tasks
- Respond to routine correspondence
- Sort and distribute mail; prepare outgoing mail
- Process orders and invoices

*n.b. This list is not exhaustive.*

### POSTS AT THIS LEVEL:

- Consist of a limited range of routine tasks.
- Have no supervisory responsibility for other staff, may assist in the induction of new colleagues.
- Work is largely regulated by laid down procedures, but needing occasional creative skills to deal with routine problems.
- Contact with other people relates to well established matters but sometimes involves dealing with issues where the outcome may not be straightforward.
- Work within clearly defined rules or procedures and advice from other staff is available if required.
- Have no responsibility for physical or financial resources.

### QUALIFICATIONS, KNOWLEDGE & SKILLS REQUIRED

- Good numeracy/literacy skills
- The ability to support staff/pupils/respond to parents through fluent and accurately spoken English
- Effective use of ICT packages and good keyboard skills
- Appropriate knowledge of first aid
- Good understanding of and ability to use relevant technology, e.g. photocopier
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding school roles and responsibilities and own position within these

### PRINCIPAL CONTACTS

Pupils, parents, visitors, teachers, other school support staff.