

NEWPORT SCHOOL

Job Description



RECEPTIONIST/DINNER MONEY OFFICER

Grade: Scale 4 (Pro rata £18,916-£20,877)

Hours: 36 hours per week – 7.45am-5.30pm on a rota basis – term time only

Responsible to: Business Manager

Purpose of Job

Under the direction of the SMT: Undertake general reception duties and work with the Business manager in creating a welcoming environment for all visitors and children.

Administer the school dinner money system.

Main Duties

- To provide efficient administration, working with SMT to implement the targets in the School's Improvement Plan
- To establish in conjunction with the SMT the aims and objectives of the School's administrative services
- To administer the pupil meals service offered by the School
- To ensure the Reception is covered at all times and the office dairy is updated
- To produce school documents as and when required for the Headteacher and the business manager and ensure all documents are recorded accurately and stored on the office database
- To deal with any complaints through proactively assessing the complaint, dealing calmly and professionally and ensuring that all complaints are deal with and immediately passed to a more senior member of staff as appropriate

Organisation

- Undertake daily routines involved in providing school dinners
- Collection of monies for all school activities, ie meals, trips, clubs, etc
- Ensure all free school meal entitlements are kept up to date
- Chase outstanding dinner monies
- In conjunction with School Leader on duty ensure adequate cover for pupils at lunchtime

- Undertake reception duties, answering routine telephone and face to face enquires and signing in visitors. Deal with complex reception/visitor matters
- Assist with pupil first aid welfare duties, liaising with parents/staff etc
- Assisting with arrangements for school trips, events etc

Administration

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing and complete routine forms
- To provide resources for classes
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupil data
- Undertake typing, word-processing and other IT based tasks
- Receiving and providing hospitality for visitors and guests
- Receiving incoming telephone calls and dealing with enquiries
- Making appointments
- Attending meetings and taking notes
- Open all post and School e-mails, circulating as appropriate and passing Headteacher post to Head's Personal Assistant
- Supporting the collating of reports and school booklets
- Word-processing confidential letters, reports and documents
- Assist with any other office duties reasonably required by Headteacher or SMT

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel databases, spreadsheets, Internet)
- Provide general advice and guidance to staff, pupils and others.

Responsibilities

- Be aware of and comply with policies relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other performance development as required