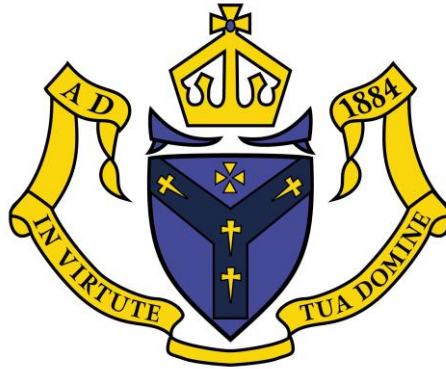


Sissinghurst VA Church of England Primary School



Part time Receptionist/Administrator Job Description

Salary Scale: KSA

Responsible to: School Business Manager

Hours: 2 days per week. Term time only. 8:00 am – 3:30pm with 30 mins lunch break.

Main purpose

Working closely with the Office staff, to run the school office, liaise with parents and provide general clerical or administrative support to the school.

Duties and responsibilities

- General clerical duties; filing, opening and distribution of mail, record and post outgoing mail, distribution of mail to parents and governors etc. via Arbor, general typing and word processing for letters, composing letters for signature, etc. Take messages and filter visitors and enquiries as appropriate, respond to pupil and parent enquiries and host visitors. Arbor MIS system ; update pupil and other records, extract information and produce any ad-hoc reports/print-outs as well as any records required by the LA or the DfE.
- Attend weekly administration and staff meetings when required during school hours, take minutes and distribute to staff.
- Maintain an office diary and liaise with staff when parents and/or suppliers request appointments.
- Tend to children sent to the office and Arbor. To produce School newsletters, relevant information on the school website as required. Maintain an orderly office.

- Liaise with NHS and co-ordinate dates/room bookings for Flu/Hearing and vision/heights and weights.
- Send out information for PTA.
- Book church services.
- Co-ordinate clubs and registers on the Arbor system.
- Administer First Aid when required.
- Manage the administration of wraparound care, liaising with the SBM when organising payments.
- Manage the administration of trips and visits including the School Residential trips.

Supporting the School:

- Act as an ambassador for the school at all times.
- Where appropriate, to develop a relationship to foster links between home, school and the local community.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- Undertake any other tasks as directed by the Headteacher which fall within the remit of the post.

The role of the office receptionist is greatly valued and appreciated by the management and staff of Sissinghurst (VA) Church of England Primary School. They have a pivotal role in the smooth running of the school. It therefore follows that although contractually you are not required to attend curriculum planning meetings, staff meetings and Parents' Evenings you are most welcome to attend any of these and your contributions will, as always, be welcomed and valued. This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, this job description and the duties contained in it may vary, or be amended, from time to time without changing the level of responsibility associated with the post or its grade. It may be reviewed and amended at any time after consultation with the postholder. Sissinghurst (VA) Church of England Primary School

Signed

Date 29/9/2026