

**Headteacher:** Mrs. Wendy D'Arcy

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Hardwicke Parochial Primary Academy  
Poplar Way  
Hardwicke  
Gloucester  
GL2 4QG

**Telephone:** 01452 720538

*'Walk as children of light'*

**Hardwicke Parochial Primary Academy**  
**Diocese of Gloucester Academies Trust (DGAT)**

**Job title:** Receptionist

**Accountable to:** Headteacher and School Business Manager

**Contract type:** Permanent

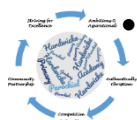
**Salary:** Grade 3 Pts 4-6

**Main purpose**

To provide reception, secretarial and administrative support to the Head Teacher and teaching staff of the school.

**Duties and responsibilities**

- To provide an efficient reception service for visitors, pupils and parents ensuring that the enquirer is dealt with in a positive, sensitive, and professional manner.
- Take responsibility for maintaining a welcoming, tidy and professional Reception area.
- Answer telephone calls promptly and deal with all enquiries in a sensitive, professional and compassionate manner. Record messages and promptly pass to the individual concerned.
- Process school documentation using Word and Excel.
- Deal with incoming and outgoing mail and deliveries.
- Provide general clerical support to the Head Teacher and staff e.g. photocopying, filing, faxing, emailing, completing forms and responding to correspondence.
- To assist in the maintenance of attendance registers and pupil records using SIMS.net.
- To assist in the processing of pupil assessment data using SIMS.net or other software packages.
- Support organisation of off-site visits including arranging transport, accommodation and ensuring all relevant risk assessments have been completed. Liaise with the Finance Assistant and monitor receipt of visit money using ParentPay.
- Assist with the preparation, distribution and collation of staff and pupil school meal requirements and liaise with the outside catering staff as required.
- Deal with in year admission enquiries and maintain procedures for the admission and taking off roll of pupils liaising with other schools and agencies as appropriate.
- To maintain paper and electronic diaries and make appointments.



- To assist the Head Teacher in composing and distributing the fortnightly school newsletter.
- To assist with pupil first aid and welfare duties and maintain Medical Authorisation forms. Seek advice from other trained staff if unsure about the treatment of any injured/unwell child and, where necessary, telephone the parent of any child whom it is considered needs to be sent home and inform the class teacher accordingly.
- Monitor and order office stationery.
- Updating and collation of documents for the school's annual prospectus and preparation of other marketing materials.
- Liaise with peripatetic music teachers and confirm lesson times and timetables for distribution to pupils.
- To ensure the school's maintenance log book is completed by contractors in the absence of the Site Manager.
- To take notes at meetings where required.
- Assist the SBM with recruitment of staff including advertising, processing recruitment checks, correspondence and preparation of induction packs.
- Support the SBM in maintaining the school's Single Central Record.
- Maintain the confidentiality of all the school's records relating to staff and pupils, in line with the latest requirements of the Data Protection Act and the Freedom of Information Act.
- To update and maintain relevant sections of the School Website.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting any concerns to an appropriate person.
- Organise and collate paperwork for extra-curricular activities including timetables and registers.
- Attend and participate in meetings and/or appropriate CPD as required.
- Contribute to and support the overall ethos, work and aims of the school.
- To undertake any other duties commensurate with the duties/responsibilities/grade of the post as required for the efficient running of the school office.

### **Qualifications**

- A good standard of education is required.
- Office experience is preferable.
- Typing skills using Word is essential.
- Knowledge of Excel and SIMS packages is desirable.

The school undertakes to provide all staff with appropriate training and development to ensure their ability to carry out their duties. The school also undertakes to provide an annual system of Performance Management. This will take place during the first term of each academic year alongside the Class Teacher Performance Management cycle.

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

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check