

Herne Junior School – Job Description

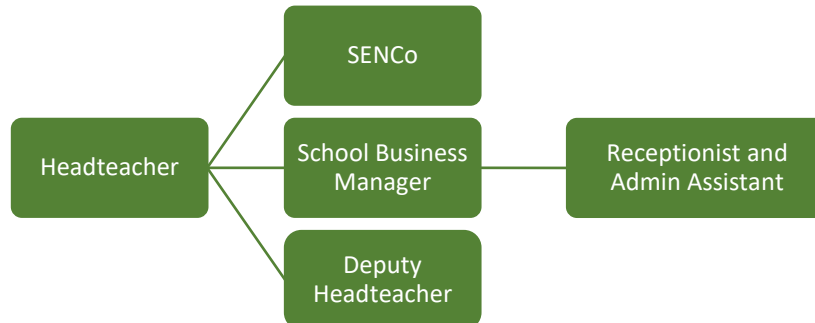


Role: **Receptionist and Admin Assistant**

Profile: Administration Assistant (2125)

Grade: B

Reports to:



Duties

Reception

- Answering telephone, dealing with general queries or taking messages where appropriate
- Welcoming visitors to the school
- Sorting post and recording deliveries
- First point of contact for first aid
- Delivering end of day messages

Admin

- Recording daily attendance and producing attendance reports and letters as requested
- Recording daily meals and liaising with the kitchen on any changes
- Recording and managing Breakfast Club bookings on ParentPay
- Managing Clubs on MIS
- Producing reading alert letters and text messages
- Producing reward certificates and recording on MIS
- Manage stock cupboard
- General filing and photocopying
- Apply basic financial payment procedures to handle cash and record financial transactions

Completing any ad-hoc tasks assigned by the Headteacher, Deputy Headteacher, SENCo or Business Manager in line with the role.