

Buckden CE Primary Academy



School Administrative Receptionist

Job Purpose

To provide efficient, professional and effective administrative support to the school, ensuring the smooth day-to-day operation of the school office. The postholder will act as a key point of contact for pupils, parents, staff, governors, visitors and external agencies, maintaining high standards of customer service and administrative practice while supporting the school's educational aims and objectives.

Key Responsibilities

Front Office and Reception

- Act as the first point of contact for all visitors, parents and external agencies, providing a welcoming and professional reception service.
- Manage incoming and outgoing telephone calls, emails, post and parcels.
- Deal with pupil arrivals, late arrivals and the delivery of forgotten items such as lunchboxes, PE kits, school uniform and other belongings.
- Coordinate visitors to the school, including parents, contractors, peripatetic music teachers and other professionals, ensuring appropriate safeguarding and visitor procedures are followed.
- Escort visitors to the relevant areas of the school as required.
- Manage the school office diary and distribute weekly schedules and information to staff.

Pupil Administration and Admissions

- Administer and maintain pupil records using the school's Management Information System (Arbor).
- Undertake annual Arbor set-up procedures, including preparation for the new academic year.
- Arrange visits for prospective parents and support the admissions process by responding to enquiries and organising school tours.
- Produce ad hoc reports and pupil information lists for the Senior Leadership Team and teaching staff.

Attendance and Daily Operations

- Manage daily pupil attendance procedures, ensuring registers are completed accurately and promptly.
- Monitor attendance registers and follow up missing pupils in line with school procedures.
- Maintain fire evacuation, invacuation and first aid registers.
- Coordinate school meal arrangements, including meal registers and communication with catering staff regarding pupil numbers and lunch choices.
- Liaise with relevant staff to ensure accurate records of pupil attendance and welfare.

Parent Communication and Marketing

- Coordinate and distribute communications between the school and parents.
- Prepare and issue correspondence on behalf of the school, PTA and approved external organisations.
- Produce the school's weekly newsletter, including gathering content, writing articles, editing photographs and final publication.
- Prepare and submit articles and information for local community publications.
- Support the maintenance and updating of the school website and social media platforms, ensuring content remains accurate and appropriate.

Educational Visits and Enrichment Activities

- Support the organisation and administration of educational visits, residential trips and curriculum enrichment activities.
- Obtain quotations, make bookings and liaise with external providers.
- Set up visits and payment arrangements through Arbor.
- Collate and distribute medical, dietary and emergency contact information for trips and residential visits.
- Coordinate administrative arrangements for Bikeability training and other external educational programmes.
- Arrange and administer after-school clubs, including bookings and parent communications.
- Coordinate bookings and payments for peripatetic music tuition.

Events Administration

- Coordinate the planning and administration of annual school photographs, including individual and class photographs.
- Support the administration of school productions and performances, including ticketing and payment processes.
- Assist with the coordination of parents' evenings, Individual Support Plan (ISP) meetings and other school events.
- Coordinate external visits and programmes including flu vaccinations, vision screening and other health-related initiatives.

Uniform Administration

- Manage school uniform ordering, stock control and distribution.
- Coordinate the provision of free school meal uniform assistance where applicable.
- Administer the school shop within Arbor, ensuring stock levels and records are maintained accurately.

Health, Safety and Welfare

- Undertake duties as a qualified First Aider and Fire Warden.
- Promote and maintain a safe working environment in accordance with school policies and procedures.
- Ensure all visitor and safeguarding procedures are followed consistently.

General Responsibilities

- Maintain confidentiality and comply with data protection requirements at all times.
- Provide administrative support to the Senior Leadership Team and teaching staff as required.
- Contribute positively to the smooth running of the school office and wider school community.
- Undertake any other duties commensurate with the grade and nature of the post as reasonably requested by the Headteacher or School Office Manager.

Person Specification

Essential

- Excellent administrative and organisational skills.
- Strong interpersonal and communication skills.
- Ability to work efficiently under pressure and manage competing priorities.
- Experience of working within an administrative environment.
- Good ICT skills, including Microsoft Office applications .
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Strong attention to detail and accuracy.
- Ability to work independently and as part of a team.

Desirable

- Experience of working within a school environment.
- Experience of using Arbor or a similar school management information system.
- Knowledge of school attendance procedures.
- First Aid qualification.
- Fire Warden training.
- Experience of updating websites and social media platforms.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake all necessary safeguarding checks, including an enhanced DBS check and satisfactory references.