



BAYONNE NURSERY

POST: ADMINISTRATIVE ASSISTANT / RECEPTIONIST – SCALE 5

LOCATION: BAYONNE NURSERY SCHOOL *(All staff employed within the Thames Federation may be asked to work at any of the three sites depending on the needs of the schools)*

JOB PURPOSE:

To provide a receptionist service and confidential administrative support to the Head of School, Senior Finance officer and other staff within the school.

HOURS: 35 hours per week. 8.00am – 4:00pm (1-hour lunch)

MAIN ACTIVITIES & RESPONSIBILITIES

General Administration

- Provide quality reception service to all parents, pupils and other callers both face to face and over the telephone. Dealing with general enquiries e.g. nursery school admissions.
- To allow visitors/parents entry to the school via the CCTV entry system and in line with the school security procedures.
- To provide a confidential administrative service to Head of School, Senior Finance Officer and other school staff.
- Notify parents/carers to arrange for pupils who are unwell to be collected.
- To maintain high standards of confidentiality especially with respect to information gleaned (about pupils, their families and staff) in the course of one's work.
- To process and record Nursery admission applications, send out offer letters, arrange home visits, etc.
- To maintain the pupil record files, including requesting records for new pupils entering the school and forwarding on the records when pupils leave or transfer to primary school.
- To undertake ordering of stock and to monitor levels of general stock. To assist in the annual stock check.
- To undertake photocopying, scanning and dissemination of resources.
- Dealing with incoming mail and passing on correspondence as appropriate.

- To contact teaching agencies to book agency teacher cover as instructed by the Head of School or other members of the school leadership team.
- To implement and monitor the attendance and punctuality policy and procedures, including recording pupil lateness and telephoning parents regarding pupil absence
- To provide refreshments for the Head of School's visitors.
- To undertake training as required for the post.

ICT

- To input and extract data on SIMS. Entering details for new pupils, recording pupil attendance, producing attendance certificates, etc.
- Produce SIMS reports as required.
- To update systems on a regular basis for both staff and pupils, changing contact details, etc. as and when needed.
- To print and process weekly class register and record pupil attendance on SIMS.
- To complete monthly Excel reporting packs to the school Payroll provider – reporting staff absences, additional hours, etc. and entering staff absences on SIMS.
- Processing DBS (Disclosure and Barring Service) applications and updating the Single Central Record on Excel.
- Book staff training and record on SIMS.
- Maintain the Asset Management System on Excel.
- Update the school website as required and produce Power Point Displays.

School Meals and Finances

- To manage the dinner money account and collect, record and bank all cash and cheques received by the school in respect of dinner money.
- To manage the dinner registers and complete dinner number spreadsheets.
- Managing Free School Meals authorities – ensuring the authorities are up to date and inputting the data onto SIMS.net.
- To collect and bank monies received for school trips, parent donations and other payments.
- To produce and input data into excel spread-sheets e.g. Voluntary Fund Accounts.
- To process petty cash claims and purchase orders on the Financial Management System (FMS)
- To integrate equal opportunities policies into all aspects of service to the school and to challenge discrimination and disadvantage on the grounds of gender, race, class and disability.

- To be aware of Health and Safety issues and liaise with the Site Care Officer and Head of School regarding premises maintenance.
- Ad hoc clerical duties to assist the Head of School / Senior Finance Officer as and when required and for which training will be provided where necessary e.g. typing letters; preparing paperwork for meetings; admissions, filing, etc.

SELECTION CRITERIA

- A. Ability to undertake office administration, including typing, filing and management of office and school duties.
- B. Ability to work as part of a team and to liaise effectively with staff and other agencies.
- C. Ability to communicate with parents and visitors both in person and by telephone in a friendly and courteous manner.
- D. Ability to use information technology equipment and systems to undertake word processing and to maintain databases.
- E. Numeracy skills to manage the dinner money account and to record and bank other school monies.
- F. Ability, with instruction, to operate photocopiers and printers.
- G. Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.
- H. Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests