

Primary School Receptionist / Clerical Support

Department	Children, Young People, Education and Skills	
Section	La Moye School	
Reports to	Head Teacher / Deputy Head Teacher	
JE Ref:	CYP1086	
Grade	CS04	JE Date: 13/05/2022

Job purpose

La Moye School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share the commitment.

1. JOB PURPOSE

- To provide a warm welcome to all Visitors, Staff and Parents / Carers to La Moye School either by phone, email or in person.
- Providing an efficient Reception service as well as providing general administrative and clerical support for the school.
- To ensure a comprehensive, confidential and accurate clerical service in support of the work of La Moye School.
- To maintain a high standard of presentation and tidiness within the communal entrance and administration office and areas

Job specific outcomes

To provide the first point of contact by telephone / face-to-face / email and vet all personal callers to the school to ensure their right to information or to visit the premises, escalating any concerns as appropriate.

Maintain confidentiality of highly sensitive personal information to ensure compliance with data protection requirements.

Manage the arrivals and departures to the school including the gate entry system / car park barrier and electronic check in device.

To ensure that all stationery and resource requirements are maintained to the required levels and to communicate effectively with the School Secretary when stocks are low for reordering.

Undertake Photocopying / Scanning / Filing / Laminating / Binding tasks for both the teaching staff and the office team.

To liaise and work closely with the School Caretaker on booking maintenance procedures and logging queries on Concerto.

To administer basic first aid to pupils as required and administer any authorised medications in line with policy.

High level accuracy for data inputting and updating information across various platforms such as, but not limited to, SIMS, Pay360, School Website etc

Be responsible for incoming and outgoing post and deliveries directing to relevant members of staff as necessary, including receiving deliveries and orders

Liaise as and when necessary, with the wider school community such as suppliers, trades people, photographers, parish officials, family nursing etc and book services as required

Take responsibility for staff refreshment money and ensure stocks are up to date

Support the PTA in their organising and fund-raising

In agreement with the Headteacher, organise social events and celebration gifts for staff

Any other reasonable request of the Senior Leadership Team

Statutory responsibilities

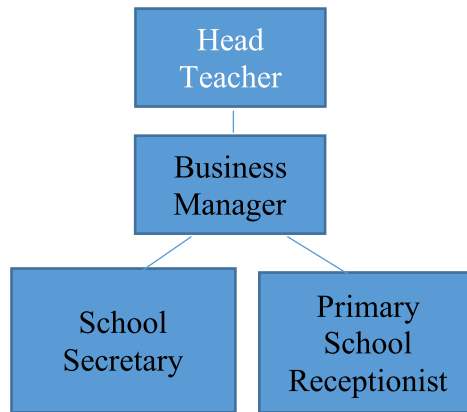
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

One Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to GCSE level – minimum of GCSE in Maths and English	
Knowledge	Knowledge of office procedures and previous experience of working in an office Previous experience of face to face and telephone-based customer service skills	Previous experience of working in a school admin / clerical role
Technical / Work-based Skills	Accurate keyboard skills Professional telephone manner Ability to proficiently use Microsoft Software packages	Previous experience with School MIS such as SIMS / JDE
General Skills/Attributes	The ability to use judgement, discretion and integrity as required, when dealing with privileged, highly confidential or sensitive information Ability to deal with a number of high priority issues at the same time, while maintaining a calm and professional approach Fluent English – both written and spoken	
Experience	Data inputting experience	

	Administration experience Customer Service experience (face to face and telephone based)	
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Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.