EASTFIELD INFANT and NURSERY SCHOOL

Eastfield Infant and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

JOB DESCRIPTION

Job Title:	School Receptionist/ Finance administration
School:	Eastfield Infant and Nursery
Reports to:	Headteacher
Grade:	**Scale 2/Point 4**
Hours:	20 hours per week term time only

Job Purpose

To provide a professional and welcoming school reception whilst supporting the efficient administration of the school, ensuring high standards of customer service, safeguarding and communication with pupils, parents, staff and visitors.
To support the School Business Manager with administrational and financial tasks.
To promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's learning objectives.

Key Duties

- Acting as point of contact for parents and visitors
- Answering telephone calls, taking messages and responding to enquiries appropriately
- Maintaining attendance records, checking registers, producing dinner statistics for kitchen
- Providing administrational support for school and Nursery

Financial Administration

- Manage the invoice ordering of all goods and services
- Producing invoices for chargeable Nursery sessions
- Liaise with the School Business Manager and School HR Administrator.

Other Duties

Facilities

- Maintain stock levels of photocopying supplies and other office supplies as required.
- Maintain the school noticeboards in the office foyer.
- Participate in monthly Health and Safety checks of the school grounds alongside the headteacher and the caretaker.
- Ensure that office documents are maintained well (i.e. compliments slips, stock order forms, overtime sheets etc)

Policies

- Ensure all school policies are kept up to date, liaising with the Senior Leadership Team, Headteacher and Governors.

This role description may be changed at any time after discussion with you.

Signed …… Date ……