

WOLVERHAMPTON CITY COUNCIL

Bilston and Eastfield Nursery Schools

Job Description

<u>Post Designation:</u>	Apprentice Receptionist and Administrator
<u>Grade:</u>	Wolverhampton Apprentice Scale Level 2 CWC APP02
<u>Hours / Days of Duty:</u>	32.5 hrs per week Monday – Friday Term time only
<u>Job purpose and role:</u>	To provide administrative support to the School.
<u>Place of work:</u>	Bilston Nursery School. Employees can be asked to work at any of the schools within the federation with appropriate notice.

Main Duties

- Provide a warm welcome to children and families and provide a first point of contact for all visitors to the School.
- Ensure signing in procedures are followed for all visitors to the school.
- Deal effectively with enquiries from parents and other agencies made in person and by telephone and record messages and enquiries using school based systems
- With guidance, liaise with professionals and record and facilitate visits and meetings
- Prepare meeting areas with appropriate hospitality facilities.
- Assist with arrangements for visits by the school photographer and visitors who support the curriculum
- General clerical administration including photocopying, copy typing, filing.
- With support, maintain daily attendance records, contacting parents to verify absences.
- With support, collect and record monies following the school's finance procedures.
- Assist in arrangements and correspondence for school trips and events
- Under the direction of Senior staff, maintain records and databases, assisting with the completion of CTF for pupils arriving and leaving the school
- Support the operation of the school uniform shop
- Accept, check and distribute deliveries to the school
- Support a range of school procedures to ensure pupils and staff are safe including fire drills and emergency evacuations.

Other duties

- Comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection
- Complete all required elements of the agreed apprenticeship training, attend any training events as directed and keep to timescales and deadlines
- It is expected that staff will respond to unforeseen circumstances and emergencies as they arise.
- Any other duties which reasonably fall within the purpose of the post and which may be allocated by the Headteacher or Assistant Headteacher.
- The post holder must undertake their duties in a way that secures positive action in respect of equal opportunities and health and safety issues.