**School Business Officer**

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| **Job Description** |
| **POST** **TITLE:**  | School Business Officer/Reception |
| **GRADE:**  | Grade 4 |
| **CAR USER:**  | N/A |
| **LOCATION:**  | Blessed Trinity RCC |
| **RESPONSIBLE TO:**  | Operations Manager |
| **STAFF RESPONSIBLE FOR:**  | None |
| JOB PURPOSE: The main objectives to be achieved by the Postholder  |
| The key elements of the role will be undertake the role of receptionist for the main reception and also pupil reception as/when required to do so. As first point of contact for the school the receptionist should be welcoming, personable, helpful and able to represent the school in a professional and friendly manner when providing general advice and guidance to pupils, parents and staff. In addition, it is essential that the post holder is organised, able to multi-task, work flexibly and have a ‘can do’ approach to work. The role will also include general administrative/clerical support to assist with school office activity.  |
| **MAIN ACTIVITIES: What prescribed duties the postholder will have** |
| **Accountabilities/Responsibilities – appropriate for this post:*** Be the first point of contact for the school; undertaking reception duties including dealing with visitors and answering telephone calls.
* Follow safeguarding procedures ensuring that visitors are signed in/ out the school, checking DBS information for visitors, issuing/ collecting in lanyards to visitors as required.
* Deal effectively with telephone calls, transferring callers to relevant staff and taking and passing on messages as required.
* Communicate with parents regarding all aspects of school life, receiving and passing on information between parents and teachers in a timely manner with minimum disruption to lessons.
* Ensure that the reception area remains tidy and that literature and forms are updated and replenished as necessary.
* Receive and sign for all packages and deliveries.
* Distribute incoming mail, prepare, record and post all outgoing mail.
* Provide general clerical and administrative support for the school office, including word processing, minute taking, filing routine correspondence
* Maintain and update manual and computerised records including, for example, data on SIMS
* Maintain attendance records as pupils enter/ leave the school building

**General*** To work within school policies and procedures.
* To contribute to the provision of an effective environment for learning.
* To support the promotion of positive relationships with parents and outside agencies.
* To attend skill training and participate in personal/performance development as

required.* To take care for their own and other people's health and safety.
* To be aware of the confidential nature of issues.
* To assist the office with general administration duties.
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| **Additional supporting information – specific to this post.****Indicative knowledge, skills and experience*** Experience of working in a busy reception role would be advantageous.

**Additional:** To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school. |
| **Note:**  | **In addition, other Business Support Officer duties at no higher a responsibility level may be interchanged with/added to this list at any time.**  |
| **Prepared by:** | **RCAT HR Department**  | **Date: Sept 2023** |

# Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

# Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

# Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# Attendance

# Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.