



CAYMAN PREP AND HIGH SCHOOL

JOB DESCRIPTION

Primary School Receptionist / Office Assistant Job Description

Purpose:

- To be the first point of contact for all visitors / callers to the school and respond to enquiries from parents, students, staff and members of the wider community.
- To assist the Principal and Office Manager in administrative duties, which ensure the smooth running of the day to day functioning of the school.

Reporting to: The Business Manager and PS Office Manager

Liaising With: All PS Staff, HS office staff, PS Students and parents

External Contacts: Parents, Suppliers, Wider Community Organisations

The duties and responsibilities of the Receptionist / Office Assistant include but are not restricted to the following:

Clerical Duties

- Answer and assist with all direct, telephone and email communication.
- Respond to all enquiries where possible, or refer to the appropriate member of staff, as required.
- Assist with the booking and communication of After School Clubs
- Assist with refreshment for the PS, including supplies for the staff room, assisting with special events and the managing and controlling of supplies.
- Distribute all school information emails and correspondence to parents.
- Welcome all visitors to the school and ensure that they register in and out.
- Create and maintain accurate student, parent and staff information records.
- Maintain student attendance records, inputting data as required and making calls to ascertain information and inform parents.
- Assist the Admissions Manager with the processing of new Admissions and enquiries related to the Admissions procedures.
- Catalogue, order, monitor and maintain adequate and appropriate office and school supplies.
- Provide word processing skills for the production of letters and reports, as required.
- Provide general office duties, including photocopying, filing, laminating and scanning.
- Arrange repairs & service calls for all office equipment.
- Organise and distribute allocations and registers for all After School Clubs.

- Liaise with school lunch providers and provide a communication channel between parents and school lunch providers.
- Assist in Uniform Shop as needed

Medical Duties

- Administer First Aid in line with School policy, in the absence of the School Nurse.
- Administer prescribed medicines, such as antibiotics, in line with parental guidance and School policy, in liaison with the School Nurse
- Contact parents about first aid or other medical matters, as required.
- Attend first aid and other health-related training.

Health and Safety

- Check School Trip Risk Assessment paperwork is complete and approved by Primary Principal.
- Liaise with transportation companies to ensure travel arrangements are in place and safety requirements met.
- Ensure up to date daily registers are available and distributed to teachers in the event of Emergency Evacuation.
- Follow specific duties allocated in the event of Emergency Evacuation.

All Staff Are Expected To:

- Maintain confidentiality at all times with regard to student information and related school matters
- Support the Christian aims and ethos of the school, setting good examples in terms of dress, punctuality and demeanour
- Uphold the school's behaviour code, uniform requirements and other regulations
- Attend and participate in staff CPD sessions, school-based meetings and extra-curricular activities
- Assist with various duties as assigned by the Principal, according to the needs of the school

Safeguarding

In accordance with the school's commitment to follow and adhere to the School's Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will always be expected to present a consistently positive image of the school and uphold public trust and confidence.

This job description will be reviewed annually and may be subject to modification or amendment after consultation between the Principal and the post holder.

Signed:

Post Holder: _____ Date: _____

Business Manager: _____ Date: _____

Updated June 2023 - JMS