

PART-TIME SCHOOL RECEPTIONIST (MATERNITY COVER)

Job Description and Person Specification



300 Pupils · Co-educational Independent Preparatory School · Boarding · 3 - 13 years

OVERVIEW

The School Receptionist will be the first point of contact for all visitors and telephone calls to the School. The post holder will be responsible to the Head's PA assisting with all administration duties for the daily running of the School. The School Receptionist may also be required to provide assistance to the Registrar in respect of marketing and admission duties.

PRINCIPAL ACCOUNTABILITIES

- Reception duties including: welcoming visitors and dealing with security arrangements i.e. visitors signing-in book and issuing security passes, answering and fielding calls, taking messages, dealing with enquiries on the phone, face to face and via email, dealing with deliveries and assisting with pupil enquiries.
- Escorting parents during school time around the School.
- Taking items to children which parents have left in the School Office.
- Opening and distributing post, some of which could be confidential.
- Dealing with morning and afternoon registrations ensuring the School registers are fully completed on a weekly basis.
- Dealing with weekly boarding lists and sending daily emails regarding alterations to the boarding list.
- Contacting parents and carers on a variety of matters.
- Maintaining Fire Registers.
- Liaising with outside agencies and businesses on behalf of the School.
- Data input on the School Management System, iSAMS (training will be provided);
- General Filing.
- Franking of all outgoing mail and delivering to the post box.
- Maintaining the parent contact sheet.
- Using various reprographic equipment, ordering toners and other items including stationary via the Bursary and reporting faults in relation to such equipment.
- Booking of mini-buses and coaches for visits / fixtures and allocation of drivers.
- Preparing bus run letters each term and allocating buses as appropriate.
- Preparation of envelopes for mail out to parents.
- Producing letters, emails and other documents.

- Preparing information sheets relating to School activities and collating responses.
- Photocopying reports, letters and programmes.
- Milk Return at the end of each term.
- Updating the website – School menus, fixtures and calendars.
- Maintaining School Trips file (pricing sheets from teachers, pupil lists, etc.).
- Assist the Registrar with administrative support, open days and special events.
- Assisting the Head’s PA with end of term envelopes, proof-reading reports and other duties from time to time.
- Reporting to the Accounts Department with figures for casual bus users and boarders for the end of term accounts.

PERSON SPECIFICATION

You will be an experienced Receptionist possessing strong interpersonal skills and a good use of initiative. You will ideally have worked in a school or have knowledge of how a school works.

It is essential that you possess the following:

- Good knowledge of Microsoft Office
- Excellent communication and organisational skills
- A positive personality
- A problem solver
- The ability to work in a team and prioritise work effectively
- The ability to see tasks through to completion
- Good flexibility and a committed approach to the School.

GENERAL

- To work towards and support the School’s vision and objectives outlined in the School Development Plan.
- To work within the School’s health and safety policy to ensure a safe working environment for staff, students and visitors.
- To work within the School’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality and appearance and to conduct positive, courteous relations with pupils, parents and colleagues.
- Undertake other reasonable duties related to the job purpose as required from time to time.
- You will be expected to fulfil any reasonable request made by the Head, Bursar or the Head’s PA.
- All staff are required to adhere to the School’s Safeguarding Policy at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the School, these concerns must be reported to the School’s designated Safeguarding Lead.

- This job description is not exhaustive and will be reviewed as part of the appraisal process. It may be subject to modification or amendment at any time after consultation with the post holder.

ADDITIONAL INFORMATION

This is a maternity cover position working term-time for two and a half days a week. The hours of work will be Wednesday afternoon 13:30 to 18:00, Thursday and Friday 09:00 to 18:00 with half an hour for lunch. Flexibility will be required to occasionally work during the School holidays on an ad-hoc basis. Please note that this requirement would only be for reduced hours between 09:00 and 13:00.

The School will match a pension contribution from the employee (within The Pensions Trust).

Outstanding lunches are provided during term time only and are free of charge.

The monthly salary for this position is £613 for working 21.5 hours per week. The salary also includes any additional hours that have to be made up throughout the academic year to cover for holidays and sickness.

AGREEMENT

This job description will be agreed between the post holder and the manager to whom he / she is accountable to. It may be reviewed in light of experience, changes and developments.

All employees are responsible for ensuring they attend the relevant mandatory training as agreed with their manager. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.

POST HOLDER'S NAME:	
POST HOLDER'S SIGNATURE:	
DATE:	

MANAGER'S NAME:	
MANAGER'S SIGNATURE:	
DATE:	